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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
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[NOTICE OF THE MEETING]

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TO: All Commission Members

FROM: Jeanette Dunckel, Secretary

RE: January 7, 1988 Regular Commission Meeting
(NOTE CHANGE IN TIME AND LOCATION)

The Juvenile Justice Commission will hold its next meeting on Thursday, January 7, 1988 at the State Building, 350 McAllister Street, Room 1202 (Ground Floor), San Francisco.

The meeting will start promptly at 6:00 p.m. The first hour will be reserved for Executive Session. The regular meeting will begin at 7:00 p.m.

If you are unable to attend, please advise Dolores Dupignac by telephone at (753-7791).

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
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MINUTES OF JANUARY 7, 1988 COMMISSION MEETING

CALL TO ORDER:

Chairman Kelleher convened the meeting at 7:00 p.m.

ROLL CALL:

Present: Commissioners Kelleher, Marovich, Dunckel, Roy, Binet, Cohn, Gates, Ladar, Laws, Shonholtz. Excused: Commissioner Courtney. Absent: Commissioner Banks. Staff: Dennis Sweeney, Sandra Clayborn. Guests: Interested persons.

APPROVAL OF DECEMBER MINUTES:

It was M/S/C to approve the December minutes as mailed.

CHANGE IN AGENDA:

ADDITIONAL BUSINESS: Chairman Kelleher announced that this item on the agenda would be heard out of order.

ADDITIONAL BUSINESS:

Commission's Response to Jefferson Report: Chairman Kelleher requested a motion from the floor to accept the Commission's report as adapted on the Jefferson Report. M/S/C.

SWEARING IN CEREMONY:

Reappointment of Commissioner: Judge Weinstein swore in Commissioner Ladar to serve a four-year term on the Commission.

COMMUNICATIONS:

A listing of December correspondence was circulated to all Commission members.

CHIEF PROBATION OFFICER'S REPORT:

Mr. Sweeney advised that Eugene Griffin, Sr. Probation Officer, had passed away on Monday, January 4. At his request, the Commission entertained a moment of silence in memory of Mr. Griffin.

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Personnel Assignments: Mr. Sweeney announced the following personnel changes effective on January 15: Donald Carlson will reassume the position of Traffic Hearing Officer, and Judy Hogan has been appointed the interim Director of Juvenile Hall. Jeanne Bailey is transferred to Probation Services and will assume duties as one of Mr. Sweeney's senior managers. Henry Reynolds will assume the duties and responsibilities of Assistant Director of Juvenile Hall.

Juvenile Hall: The physical condition of Juvenile Hall has greatly improved. The walls of B3 and B4 should soon be completely repaired to eliminate the problem of sagging walls. The problems due to changes in the amount of out-of-room time spent by the young people are beginning to improve.

National Office of Social Responsibility (NOSR) Project: Mr. Sweeney reported that we had the opportunity to meet with the court about this project. Our findings indicate that there is a great possibility that we would save money if we contracted out. It is his recommendation to the court that we proceed with this project and request RFQ's from interested agencies and then RFP's.

Discussion ensued relative to status offenders/pre-petition. Mr. Sweeney advised that he needs further information and analysis. Then, based on an accurate analysis, he would make a recommendation that if we were to contract out, we could contract out all the services including those for youngsters from out-of-state.

BYLAWS CHANGE:

Commissioner Ladar presented for a second reading a proposed amendment to Article III (Membership): "If a member is at the end of his third term at a time when the Commission has undertaken a job which extends over a one-year period, and if three commissioners make a written request of the Presiding Judge that the member's term be extended, the Presiding Judge, may within his discretion, extend the term of the member until a date certain as an exception to the rule that members shall serve no more than a total of 12 years." It was M/S/C to adopt the proposed bylaw change.

CHAIRMAN'S REPORT:

The slate of officers elected at the December Commission meeting assumed their new positions.

Cottage Visits: Past Chairman Kelleher reported that he visited the cottages several times last month and found that things were moving along quite well. However, he did comment that it was raining when he visited B5 and there was considerable leaking from the roof. Mr. Sweeney advised that the roofers have been notified.

Commission Vacancy: Chairman Ladar advised that the Commission received the resignation notice of Commissioner Basse due to professional and personal

commitments. The Commission regretfully accepts her resignation.

There is subsequently a vacancy on the JJC and applications are welcome.

With the adoption of the bylaws amendment, the Presiding Judge of the Superior Court has been requested to extend the term of Commissioner Wada for another year.

A subcommittee composed of Commissioners Ladar, Kelleher and Marovich will do the initial screening of prospective candidates for the Commission.

COMMITTEE REPORTS:

Institutions Committee: Commissioner Ladar reported that Commissioner Wada has been visiting the cottages and finds that things have been improving regarding program change. There are less conditions now when youth spend out-of-room time and refinements are still being made to a full day's program. Due to the rains there was no outdoor recreation but there was indoor activities--basketball games, ping pong games, checkers, etc. He was pleased to see more group activities after school in the cottages and that it is succeeding well. There is a lot more to do but the staff are feeling better about it and there is less fighting and disruption.

LIAISON REPORT:

DPC/DPCC: Jane Asselin reported on the following DPC activities: 1) The DPC met on December 15 and Nancy Rubin addressed the DPC about her work with youth at YGC. 2) Judge Weinstein presided at swearing in ceremonies for new and returning commissioners. 3) Ric Hyland, special assistant to Dennis Sweeney, was introduced. 4) The Commission had its Christmas/Hanukkah Party.

TREASURER'S REPORT:

Commissioner Cohn reported on the balance in the Commission's checking account.

LOG CABIN REPORT:

Mr. Sweeney introduced Dr. Sandra Clayborn, YGC Information Services Coordinator. Dr. Clayborn advised that her Unit is in charge of two data processing systems; one is the main IBM System at the Hall of Justice (Juvenile Justice Information System) and they have about 600,000 records on juveniles-- contacts, etc. They have also installed a Wang System, which is a six department data and word processor distributing system. Most of their time is spent on operations and running these two systems. In addition they do Annual Reports, statistics, special studies and so forth.

The recidivism study began out of their doing an evaluation of the Log Cabin Ranch Vocational Program. As they began collecting information on this

program, it became clear that there were problems in the information that was available on the LCR Youth. They began doing some data collection and developed designing systems that would give them information about those youth that they did not have previously. They set up a data base program and she distributed copies of the data collection forms that her staff use in order to collect information on the LCR youth. Recidivism can be defined in a number of ways and Dr. Clayborn explained that they use the broadest definition possible in order to collect the most information about these youth. There are risks in doing this and she is not aware of any county (at least in California) that has done a recidivism study of this magnitude. The CYA used to do recidivism studies but, due to the flack that they received from counties because the rate was so high, they discontinued doing them. Dr. Clayborn stated that one of the things we will have to come to terms with is that the recidivism rate will be high. By the definition that she is using it will make it even higher because they are looking at any probation contact. Her study includes tracking youth from the time that they leave LCR and they go past age eighteen. For the initial data collection effort she wants the broadest definition so that she can identify every possible instance. When they get further down the line they can then do things like distinguishing between graduates and non-graduates, between those that have sustained petitions and those that do not, etc.

They have 526 children that they are going to look at, some dating back to 1976. They are not looking at those currently in custody or released recently. So far out of 523 individuals they have done 165, and 118 of those have recidivist-- 71.5% have additional law enforcement contact.

Dr. Clayborn reviewed the data collection forms/material that is being used in the study and considerable discussion ensued thereof.

Regarding the data, Mr. Sweeney stated that it would be better to say that 71% of the kids that we have looked at had a subsequent contact that could mean anything from the slightest minor violation to a capital offense. He feels that it is meaningless to use that figure as far as recidivism.

Dr. Clayborn will provide periodic updates as to their progress on this project to the Commission.

ADJOURNMENT:

Chairman Ladar adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Magdalynne P. Gates, Secretary
Juvenile Justice Commission

Dolores Dupignac
Recording Secretary

JUVENILE JUSTICE COMMISSION
CORRESPONDENCE
MONTH OF DECEMBER 1987

12/2/87	Copy of letter to Judge Weinstein From Elizabeth M. Youhn, Pres., Delinquency Prevention Commission Coordination re requesting his response to her letter of 7/2/87-- request for investigation of the actions of several probation officers regarding members of the Commission's Youth Council.
12/4/87	Memorandum to All Youth Guidance Center Staff from Dennis Sweeney re Implementation of New Juvenile Hall Policies.
12/7/87	Letter from C.A. Terhune, Dir., Dept. of Youth Authority to interested parties re the Dept. will award a small number of one-year delinquency prevention grants after July 1, 1988.
12/10/87	Copy of letter to Dennis Sweeney from William Hayes, Consultant, Division of Field Services - Region 1, Dept. of Youth Authority re they would like to conduct an on-site inspection of Juvenile Hall on 12/18/87.
12/14/87	Memo to All Staff from Jawaid Ijaz, re Telephone Procedures.
12/16/87	Letter to Chairman Kelleher from Steven B. Solomon, attorney at law, re difficulty the BASF' Lawyer Referral Service is experiencing in getting paid for court-appointed work, juvenile dependency cases.
12/18/87	Letter to JJC Chairman from Ron Albers, Pres., DPC, re brief meeting with several JJ Commissioners and discussion of mutual concerns.
12/23/87	Letter to JJC Chairman from Ron Albers, Pres., DPC, re implementation of Justice Department requirement.
12/28/87	Letter to Chairman Kelleher from Basis Plastiras, President, Mental Health Association of SF re invitation to become member of the Mental Health Association.
12/87	Spring 1988 Lifelong Learning, UC Berkeley Extension catalog.
12/87	Volume VIII, Issue III Campaign Update from the United Way of the Bay Area.
12/87	Volume VIII, Issue IV Campaign Update from the United Way of the Bay Area.
12/87	December 1987 issue of "San Francisco Business".
12/87	December 1987 issue of "The Tenderloin Times".
12/87	November-December 1987 issue of "The Voice of California Justice".
12/87	Volume VIII, Issues V, VI & VII, Campaign Update from the United Way of the Bay Area.
12/87	Announcement from Alternatives to Sexual Abuse, Ltd., re Seminar on Inside the Criminal Mind to be held in Reno, Nevada, March 7-10, 1988.
12/87	Copy of Minimum Standards for the Detention of Minors in Jails received from the Department of the Youth Authority.
12/87	Announcement of a 2-day community conference on Incest: Issues Affecting Adult Survivors sponsored by the Univ. of Calif., Berkeley, Rape Prevention Education Program on January 29 & 30, 1988.

12/87	Announcement from the National Council of Juvenile & Family Court Judges to be held in Miami on March 13-16, 1988 re National Conference on Juvenile Justice.
12/87	Winter 1987 issue of "Our Animals" received from the San Francisco SPCA.
12/87	December 1987 issue of "The Incident Report" received from the San Francisco Sheriff's Department.

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CALIFORNIA 94127

Notice

FEB 1 1988
SAN FRANCISCO

TO: All Commission Members

FROM: Magdalynne P. Gates, Secretary

RE: February 4, 1988 Regular Commission Meeting

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NOTE CHANGE IN TIME AND LOCATION

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The Juvenile Justice Commission will hold its next meeting on Thursday, February 4, 1988 in the Main Conference Room at 375 Woodside Avenue.

The meeting will be held at 3:30 p.m. The first half hour will be reserved for Executive Session. The regular meeting will begin at 4:00 p.m. If you are unable to attend, please advise Dolores Dupignac by telephone (753-7791.)

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MINUTES OF FEBRUARY 4, 1988 COMMISSION MEETING

CALL TO ORDER:

Chairman Ladar convened the meeting at 4:05 p.m.

ROLL CALL:

Present: Commissioners Ladar, Dunckel, Gates, Cohn, Binet, Broussard, Courtney, Escontrias, Schonholtz, Wada. Excused: Commissioners Kelleher, Laws, Marovich, Roy. Absent: Commissioner Banks. Staff: Dennis Sweeney, Jeanne Bailey, Dean Coffer, Byron Bray, Aimee Exnicios, Larry Gardner, Ric Hyland, Norman Keeling, Robert Price. Guests: Margaret Brodkin, Coleman; Rachel Curiel, Youth for Service; William Hayes, C.Y.A.; Gloria Louie, Dept. Pub. Health; Jim Queen, S.F.O.C.Y.F.; Loyd Schine, Dept. Pub. Health; Joseph Spaeth, YGC Public Defender; Elizabeth M. Youhn, Delinquency Prevention Commission.

Commissioner Ladar welcomed all the guests, among whom was former Commission member Revels Cayton. She introduced Camille Broussard and Arla Escontrias, who were to be sworn in as Commission members.

APPROVAL OF JANUARY MINUTES:

It was M/S/C to approve the January minutes as mailed with the following amendment on Page One, Section-- Commission's Response to Jefferson Report: Change word adapted to read adopted.

COMMUNICATIONS:

The correspondence folder was circulated to Commission members.

CHIEF PROBATION OFFICER'S REPORT:

Meeting with Health Dept. Personnel: Mr. Sweeney announced he and Health Department personnel scheduled a joint meeting around the major issues of mental health needs of young people in San Francisco on February 7, 1988.

Recent Correspondence: Mr. Sweeney reported that he received correspondence from Senator Presley, who is anticipating sponsoring a Bill which would require that any correctional personnel who comes in contact with a youngster with AIDS or inmate in a State correctional institution relative to body fluids would have to be checked for AIDS.

Mr. Sweeney read a brief excerpt from a letter received from a community member to express her appreciation for the assistance received from one of the

Division secretaries.

CHAIRMAN'S REPORT:

Committee Assignments: Chairman Ladar distributed copies of the Committee Assignments for 1988 to Commission members.

Interviews with Prospective Candidates for the JJC: Chairman Ladar announced that the interviews with candidates for the Commission openings have been completed. Commissioners Ladar, Kelleher and Marovich served on the Interview Committee, and the candidates were exceptional. Based on the interviews, a list of recommendations was submitted to Judge Weinstein for his selection.

SWEARING IN CEREMONY:

New Commission Members: Judge Weinstein swore in Arla Escontrias to serve a term of one year, nine months (the unexpired term of a Commissioner who recently resigned). He also swore in Camille Broussard as our new Youth Commissioner to serve a term of two-years.

Reappointment of Commissioner: Judge Weinstein swore in Commissioner Courtney to serve a four year term on the Commission.

DISCUSSION OF 8 MAIN POINTS ADOPTED BY THE SUPERIOR COURT RE YGC

*** SEE PAGE THREE ***

DISCUSSION OF 8 MAIN POINTS ADOPTED BY THE SUPERIOR COURT RE YGC

Chairman Ladar announced that the Commission's Response to the Jefferson Report was released in January. Judge Weinstein reported that the Superior Court unanimously adopted the Juvenile Justice Commission's Response to the Jefferson Plan (hereinafter "Response") in its entirety with the specific exclusion of anything concerning 601's, the Court having reserved the topic of 601's for further debate as a separate issue. In addition, the Court approved an eight point summary: six of the eight points had been covered in the Commission's Response, two of the points had not: Item 5 - The immediate development and implementation of plans for financing and building a new Youth Guidance Center and Item 8 - Creation of a Position of Volunteer Coordinator through a Private Foundation Grant.

The eight point summary had been circulated with the Commission's Response. It had been developed during a working session attended by Judges Weinstein and Hanlon, CPO Sweeney and JJC Chair Ladar. It had been released under the misleading title "Main Points of the Response by the Juvenile Justice commission to the Jefferson Report", which title was clearly in error. Judge Weinstein suggested it be retitled "The Superior Court's Proposed Plan" and he accepted Commissioner Shonholtz suggestion that it include a statement that the Court had adopted the Commission's Response. He requested the Commission review it, make such changes as it felt appropriate in the six items that the Commission had covered in its Response and discuss the two items not previously discussed by the Commission. Judge Weinstein pointed out that the Court had adopted the Response and that the eight points were not meant to supersede the Commission Response or to water it down in any way. The eight points were intended as a summary or highlight of the Court's Plan most of which was articulated in the Commission Response. However, the Court had adopted two additional items and was very interested in the Commission's position on those items.

Commissioners Shonholtz and Cohn were quite concerned with the fact that this document, which covered six of the items reviewed in the Commission Response, included two items which had never been publicized as topics to be covered in the public meetings which the Commission had held jointly with community groups as a precursor to writing the Response. Commissioner Shonholtz felt it was inappropriate for the Commission to be "cleaning up" the language in a Court document. Judge Weinstein stated that he would welcome modification of the six points to make them more closely reflect the Commission Response. Chair Ladar suggested and it was the consensus of the Commission that the 3 page document should be discussed point by point and that after the discussion the Commission could decide what action to take in regard to the document if any. The discussion is summarized as follows:

Item 1: Objective Detention Criteria

The summary diverged from the Response by providing that exceptions to objective policies for or against detention would be within the probation officer's discretion as long as it was justified in writing by the intake worker. Commissioners did not support this extension of authority to the intake worker and reiterated their articulated position that any diviance from objective detention policies should be approved in advance by a Judge or Court Commissioner.

Item 2: Speedy Removal from Secure Detention

Commissioners agreed that the summary reflected their position as contained in the Response although the two groups listed for release were not the only groups that would be eligible for speedy removal. It was suggested that either all groups targeted for release could be listed or none could be listed and the statement of position stand alone.

Item 3: Continue to Improve the Conditions of Confinement at YGC

Commissioners felt the same about this item as Item 2. They suggested it would be better for either all of the subtopics to be listed or none, if one wanted to avoid giving the impression that certain subtopics were more important than others, or were the only valid ones.

Item 4: Creation of Community Program Director (CPD)

Commissioner Wada suggested and there was consensus that the summary did not convey the Commission position that continuing community input "on a regular basis" would be critical to the CPD's success. He also pointed out that the 3 responsibilities of the CPD were listed negatively and suggested more positive and inclusive language.

Commissioner Cohn commented that the summary diverged from the Commission Response in providing that the CPD should be hired by the Chief Probation Officer on the advice of a 3 person committee (made up of the Presiding Judge, the Commission Chair and one community member) to whom the CPD will then give quarterly reports. He recalled the Jefferson Report had recommended a relatively large Advisory Council consisting of representatives of numerous agencies, departments, neighborhoods and provider groups to be appointed by the Mayor, the Superior Court and the Board of Supervisors. In writing its Response, the Commission, after lengthy discussion, had concluded that a large council would be too unwieldy to really help the CPD and had suggested instead a small Advisory Committee made up of one or more Commissioners and several community representatives who would not only advise and counsel the CPD but would also provide advice and counsel to the Chief Probation Officer in the selection process for the CPD. The Commission recommended the make-up of the small Advisory Committee should be decided by a triumvirate of the Presiding Judge, the Chief Probation Officer and the Chairperson of the Juvenile Justice Commission.

After discussion about the diversity of the three proposals, it was suggested that it might be preferable to have only three people involved in the selection process and then, after the CPD had been hired, to expand the committee to the Commission's original concept. After further discussion, Commissioner Shonholtz suggested and it was the consensus of the Commission that the wording in the summary item could be simplified to permit some flexibility and an interpretation consistent with the Commission's Response.

CPO Sweeney suggested the community member could be nominated by the Delinquency Prevention Commission.

Item 5 - Immediate Development of Plans for Building a New YGC

Since the question of whether to remodel the existing property or to build a new YGC has not previously been addressed in the public meetings or by the Commission, Chair Ladar asked Judge Weinstein to talk about the reasons for including this item in the eight points.

Judge Weinstein reflected that for at least five years it had been the belief of the Administration and the Court (even before Judge Hanlon was the Juvenile Presiding Judge) that the drawbacks of the buildings and the site were such that satisfactory remodeling of YGC to meet the needs of the youth of the city was not feasible. CPO Sweeney recalled that the Mayor's YGC Committee, 1984 had recommended that the outmoded facility must be replaced and the Breed Report several years before that had done the same.

Judge Weinstein explained that the first step in setting an agenda for the future was to review the programmatical aspects and determine the priorities for minors that come under the jurisdiction of the Court. Now that this has been done, it has become more apparent than ever that the physical limitations of the existing buildings and the weather and site would prohibit any meaningful change. For example, the Commission recommended that educational activities (to create a learning assessment center and most efficiently deploy the educational staff and independent tutors) and a centralized cafeteria (to reduce the delay between preparation and consumption and to improve the temperature and quality of the food when served) should be housed outside of the living unit. Yet the physical set up of the buildings prevents this from occurring without extensive rebuilding. The site is without adequate flat surface for outdoor activities which remodeling cannot change - just as remodeling cannot disperse the wind and fog.

Judge Weinstein explained that style of building, size, location, number of youth to be housed and cost are subject to debate in the community, the Court, the Planning Commission, the Mayor's Office and the JJC. He stated that the Court was not trying to shut that off. However, finding the financing and planning the new facility will take time and there is no reason why these two paths cannot coexist. Judge Weinstein believes this is the time to seek a flatter site in a more centralized location with better weather.

There followed considerable discussion by the Commissioners and by members of the audience concerning size, number of secure beds, site of unlocked facilities, a complex of buildings for a variety of services, an educational complex, mental health facility. Concerns were expressed that approving a new building without any commitment to size or program will result in groups and individuals opposing the plan who would otherwise be most supportive of a new building. There was concern that the talk about non-secure facilities meant there would be buildings for {601s. Judge Weinstein assured everyone that was not the case and that there would be exploration about whether the hard to place {602 youth would be housed off or on-site and whether there would be a building or a complex of buildings on a larger site.

Commissioner Shonholtz again objected to the process of discussing the issue giving it the same weight as the items which had been included in the Commission Response. It was m/s that further discussion on Items 5 and 8 be tabled for the remainder of the meeting due to the lack of prior discussion on the topic The motion failed.

Commissioner Wada felt that there will be many opportunities for programs, design and size of the new building to be discussed, but little reason to delay seeking financing and a site.

Judge Weinstein suggested that Item 5 be prefaced with the statement "With the understanding that the location, size, scope and target population of such a facility will be subsequently determined by full and complete public hearings". Commissioners Dunckel commented that she expected the Commission's philosophy to be adhered to in seeking finances and planning the new building. Commissioner Courtney suggested that by adding the preface, the Commission would be considering whether to approve a concept of immediate development and plans for a new building, and that the Commission should vote on that issue. It was M/S/C to adopt Item 5 as modified.

Item 8 - Creation of Position of Volunteer Coordinator

It was M/S/C to approve Item 8 as worded.

Item 6 - Immediate Development of Neighborhood Intake Center

Judge Weinstein advised this was not a residential intake center. Discussion followed about the difficulty in permitting even emergency beds and the need for community based agencies for families in crises.

Item 7 - Continued Encouragement in Active Role by JJC

The Commission was in agreement with this item.

In General:

It was M/S/C that the Commission clarify that Items 5 and 8 were not contained in the Commission's Response but that the Commission does support them because of the importance of the issues.

It was M/S/C to approve Items 1,2,3,4,6 & 7 in principle and to have the Chair appoint a committee to modify the language of those items in consistence with the discussion. The modified summary would be circulated among the Commissioners and would be discussed at the Executive Meeting scheduled on February 16 at the JJC office.

Other Action:

It was M/S/C to continue the meeting beyond the two hour limit.

It was M/S/C that the Commission immediately send a letter urging the Board of Supervisors to make and pass an emergency motion to be communicated to the Speaker's Office, to the Governor and to the Senate that AB 1664 contain $250,000,000 to be used for juvenile facilities instead of all of the funds designated in the bill to be used for adult facilities. Commissioner Courtney volunteered to write the letter.

It was the consensus of the Commission that all other agenda items be deferred to the next meeting.

Chair Ladar adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Magdalynne P. Gates, Secretary
Juvenile Justice Commission

Dolores Dupignac
Recording Secretary

JUVENILE JUSTICE COMMISSION
CORRESPONDENCE
MONTH OF JANUARY 1988

12/30/87	Memorandum to all Department Heads from John Taylor, Clerk of the Board re Smoking on the Job.
1/6/88	Memorandum to all YGC Staff from Dennis Sweeney re Director of Juvenile Hall/Personnel Assignments.
1/6/88	Memorandum to all YGC Staff from Dennis Sweeney re Eugene Griffin, Senior Probation Officer, passed away on January 4.
1/88	Copy of Memorandum to Supervisor Molinari, Chair Finance Committee, from Board President Walker re January, 1988 Budget Hearings.
1/6/88	Copy of Memorandum to All Department Heads from Clerk of the Board re Departmental Hearings by Finance Committee- Budget Review.
1/7/88	Copy of Memorandum to Heads of All Departments and Agencies from Clerk of the Board re Annual Statement of Economic Interests.
1/8/88	Copy of Memorandum to Juvenile Probation Staff from Dennis Sweeney Re General Staff Meeting.
1/15/88	Letter to Commission Chairman from California Probation, Parole and Correctional Association re their enclosing a listing of organizations and resources related to juvenile justice.
1/20/88	Copy of letter to Steven B. Solomon from Donald W. Dickinson, County Clerk, Executive Officer, re Attorney Fee Payments - Juvenile Service.
1/21/88	Memorandum to Members, Youth Services/AB 90 Task Force from Lefty Gordon, Chairman, re next meeting, February 3, 1988.
1/88	Various material to Members, Youth Services/AB 90 Task Force from MCJC.
1/88	January 1988 issue of "San Francisco Business".
1/88	January 1988 issue of Coleman Advocates "Action for Children".
1/88	Annoucement from the National Council of Juvenile & Family Court Judges and National District Attorneys Association re 15th National Conference on Juvenile Justice to be held in Miami on March 13-16, 1988.
1/88	1988 Publications Catalog from Planned Parenthood Alameda/San Francisco.
1/88	January 1988 issue of "Media Brief" received from the SF Sheriff's Dept.
1/88	Announcement from the Delinquency Prevention Commission re Conference on Ethnic and Sexual Minority Youth Suicide to be held at Ft. Mason, SF on March 25 and 26, 1988.
1/88	Announcement from the Parent Education Programs, SF Community College District re A Conference for Professionals, Parents, and Those Concerned About Our Children's Future to be held February 6, 1988 at John Adams CCC.
1/88	Winter 1987 Newsletter from the Office of Criminal Justice Planning.
1/88	February 1988 issue of "Update" from the SF Housing Authority.

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CALIFORNIA 94127

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Notice

TO: All Commission Members

FROM: Magdalynne P. Gates, Secretary

RE: March 10, 1988 Commission Meeting

NOTE CHANGE FROM THE FIRST THURSDAY
OF THE MONTH TO THE SECOND THURSDAY

The next regular Commission Meeting will be held in the Main Conference Room at 375 Woodside Avenue.

The meeting will start promptly at 4:00 p.m. If you are unable to attend, please advise Dolores Dupignac by telephone (753-7791).

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CALIFORNIA 94127

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MINUTES OF MARCH 10, 1988 COMMISSION MEETING

CALL TO ORDER:

Chairman Ladar convened the meeting at 4:04 p.m.

ROLL CALL:

Present: Commissioners Ladar, Dunckel, Gates, Cohn, Broussard, Courtney, Escontrias, Kelleher, Laws, Marovich, Shonholtz. Absent: Commissioners Binet, Roy, Wada. Staff: Dennis Sweeney, Nadia Stafford, Judy Hogan, Dean Coffer, Jeanne Bailey, Conrad Bryant, Aimee Exnicios, John Giannini, Ric Hyland, Robert Price. Guests: Gloria Burchard, Principal, Court Schools; Ruth Cowan; Dr. Janet Shalwitz, YGC Health Care Services.

APPROVAL OF FEBRUARY MINUTES:

It was M/S/C to approve the February minutes as mailed.

COMMUNICATIONS:

The correspondence folder was circulated to Commission members.

JUDGES' CORNER:

Judge Weinstein is on vacation and Judge Pollak reported on the following items:

"Narcotics Anonymous" Meetings: "Narcotics Anonymous" meetings have been held in the cottages on Tuesday Evenings for several weeks and B-5 residents are now beginning to participate. The meetings are well attended.

Coordinator of Supplemental Services: The grant to hire a Coordinator of Supplemental Services has been received, and the process of hiring two people to operate this program has begun. It is hoped that the program will start within the next month with initial emphasis on the Mentor Program.

Budgetary Problems: The 20% across the board reduction in budget is a matter of great concern. Mandated programs cannot be eliminated. Nadia Stafford stated that possibly more than 23 positions may have to be eliminated. CPO Sweeney and his staff are preparing a budget to be forwarded to the Mayor's Office next week. The Mayor's Office will respond towards the end of April regarding reduced budget. The Commission will be supplied with the budget data.

After further discussion, it was M/S/C that the Executive Committee should have the authority, upon receiving the data to be compiled concerning proposed budget cuts, to pass and submit a general resolution and forward it to the office of the Mayor.

PRESENTATIONS:

Drug Unit: Conrad Bryant, Supervisor of the Drug Unit, gave a brief overview of the new Drug Unit that is currently being formed. It is funded by a State and Federal Grant and is a multi-component grant. It is a one year grant with the potential of being renewed every year for up to three years. The monies will fund two probation officers, a half-time secretary, and drug testing. Mr. Bryant distributed material about the program, explaining that each of the two probation officers will have a caseload of twenty minors to intensively supervise. All of the youth will come into the Unit with special conditions: That they will see their Probation Officers 3 times a week, provide 3 urine samples a week, and have eyes and arms examined 3 times a week. They will also be required to successfully complete a program of drug counseling.

Donald Sanders of our Substance Abuse Program will be evaluating and diagnosing each of our kids and will recommend the kind of drug treatment program that would be best for the individual youth. Due to budgetary constraints, Mr. Bryant is not sure when the 2nd component, which will add two more probation officers, will begin. It was requested that the Commission be updated on the results of the project in terms of numbers of violations and how they are disposed of in Court.

B-5 Program: Judy Hogan, Acting Director of Juvenile Hall, introduced John Giannini. Mr. Giannini is a Supervising Counselor in Juvenile Hall and is in charge of Units B-4 and B-5. B-5 houses the more serious delinquent youth, the behavior management kids and those youngsters that cannot get along in the other units. There is a school program during the daytime, a recreation program, etc. The program which started in January has been constantly growing and changing. In B-4 the primary focus is on trying to be more responsible for behavior.

A point system (incentive) has been developed that allows kids to have rewards and privileges; such as, radios in the rooms, etc. The B-5 kids go several days a week and Saturdays to the gym and work out with weights. The youth in B-4 will soon participate in the exercise program and working out with weights also. B-5 youth cook their own breakfast on Saturday mornings. McDonald's has been contacted and there will soon be food from them on Friday or Saturday nights for the entire group. Donald Sanders hopes to be able to start an individual drug program for B-5. Staff are now spending more time in dealing/counseling with the kids as opposed to putting them off to the side or back into their rooms. There are fewer "conditions" now in B-5; it was in November and December that they were so high.

Commissioners Ladar, Cohn, and Wada recently toured the boys' cottages, including B-5, and they were heartened by the changes that they saw.

COMMITTEES:

Executive Committee: Meets on the second Tuesday after the Commission meeting. The next meeting: March 22 at 5:00 p.m. in the Commission Office (all Commissioners are urged to attend).

Probation Services Committee: Will meet on March 31 at 5:00 p.m. in the Commission Office.

Juvenile Court Committee: Will begin observation of Courts in March.

Legislative Committee: A new law as of January, 1988 permits Juvenile Justice Commissions to visit group homes.

Education/Food Committee: Will tour the grounds on March 15 at 5:00 p.m. to consider possible improvements.

CHIEF PROBATION OFFICER'S REPORT:

Visit by Mayor Agnos: CPO Sweeney reported that Mayor Agnos visited YGC several weeks ago. He toured the building and had the opportunity to speak to a number of young people from B-4 and B-5. That evening the Mayor attended the Coleman affair honoring the editor of the Progress, Bill Rentschler. He mentioned his tour and some of the things that he learned.

Budgetary Concerns: The CPO sent the Mayor a letter requesting the Mayor's office fund the entire 601.

Renovation in Juvenile Hall: Judge Weinstein has instructed Mr. Sweeney to develop a plan to spend the $2.2 million remaining of the Tideland Oil funds and a plan that would take an additional $2 million.

Deputy Chief Probation Officer Position: This matter was tabled by the Finance Committee of the Board of Supervisors on March 9 in view of the pending 20% budget cuts

Intensive Home Supervision Program: Several YGC counselors with the help of Coleman Advocates for Children and Youth have suggested an intensive home supervision program with a youth counselor ratio of 5 to 1. Coleman is providing funding to send several probation officers to Philadelphia to see an Intensive Home Supervision Program.

ADJOURNMENT:

Chairman Ladar adjourned the meeting at 6:00 p.m.

Respectfully submitted,

Sylvia B. Courtney, Secretary
Juvenile Justice Commission

Dolores Dupignac
Recording Secretary

JUVENILE JUSTICE COMMISSION
CORRESPONDENCE
MONTH OF FEBRUARY 1988

1/28/88	Letter to JJC Chairman from Eileen E. Macmillan re she specializes in proposal writing, feasibility studies etc., and outline of recently completed projects enclosed. Requested that her name be added to Commission's bidder list for requests for proposals.
2/2/88	Letter to Chairman Ladar from SF Boys & Girls Club re enclosed award from Boys Clubs of America in appreciation for the help given them in connection with their Targeted Outreach Program.
2/3/88	Copy of memo to Each Member of the Board from Budget Analyst, Harvey M. Rose, re change of address.
2/12/88	Announcement from the Children's Council of San Francisco re revision of their Guide to Services for Children, Youth and Families in San Francisco and form enclosed.
2/88	February 1988 issue of "San Francisco Business".
2/88	February 1988 issue of "The Tenderloin Times".
2/88	Announcement from the National Council of Juvenile & Family Court Judges re Seminar to be held May 15-18, 1988 in San Antonio, Texas on topic of "Current Issues in Juvenile Detention".
2/88	Announcement from Robin R. Ririe, Communication Counselor, re Seminar on civil service oral interviews.
2/88	Announcement from the Center for Special Problems re A Conference on Ethnic & Sexual Minority Youth Suicide to be held at Fort Mason, SF on March 25 and 26, 1988.

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Notice

TO: All Commission Members

FROM: Sylvia B. Courtney, Secretary

RE: April 7, 1988 Commission Meeting

The Juvenile Justice Commission will hold its next meeting on Thursday, April 7, 1988 in the Main Conference Room at 375 Woodside Avenue.

The meeting will be held at 3:30 p.m. The first half hour will be reserved for Executive Session. The regular meeting will begin at 4:00 p.m. If you are unable to attend, please advise Dolores Dupignac by telephone (753-7791).

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MINUTES OF APRIL 7, 1988 COMMISSION MEETING

CALL TO ORDER:

Chairman Ladar convened the meeting at 4:00 p.m.

ROLL CALL:

Present: Commissioners Ladar, Dunckel, Cohn, Binet, Cowan, Kelleher, Laws, Marovich, Shonholtz, Wada. Absent: Commissioners Broussard, Courtney, Escontrias, Gates, Roy. Staff: Dennis Sweeney, Nadia Stafford, Judy Hogan, Ric Hyland, Denise Dorrego, Ched Frierson, John Knox, Robert Price. Guests: Jane Asselin, DPC; Peter Bull, Coleman; Audrey Chickering, Board Member Youth Advocates; Keith Choy, Chinatown Youth Center; Bruce Fisher, Youth Advocates; Marcy Lambert, Youth Advocates; Art Tapia.

APPROVAL OF MARCH MINUTES:

It was M/S/C to approve the March minutes as mailed.

COMMUNICATIONS:

The correspondence folder was circulated to Commission members.

ANNOUNCEMENT:

Chairman Ladar announced Supervisor Carole Ruth Silver is meeting Re: discussion of the Jefferson Report and the Commission's response thereto. (2:00 p.m. on April 22 in Room 228, City Hall).

JUDGES' CORNER:

In the absence of Judge Weinstein, Judge Pollak reported on items for the Judges' Corner.

Swearing in Ceremony: Judge Pollak swore in Commissioner Ruth Cowan to serve Adam Bank's unserved eleven month term. Commissioner Cowan has a long history of volunteer service in San Francisco and Marin Counties. She is the immediate Past President of the League of Women Voters, a Past President of the YGC Volunteer Auxiliary and served on the 1987 Grand Jury.

Clark Foundation Funding for Family Reunification Project: Commissioner Shonholtz participated in the effort to receive funding from the Clark Foundation in the amount of $375,000 (3 counties) for the purpose of putting together a Family Reunification Project.

Budgetary Concerns: The Superior Court held emergency meetings on the anticipated 20% across the board reduction in budget facing all county departments. The Court has taken the position that any reduction beyond 10% would be absolutely unacceptable and highly destructive to programs for the youth.

Status of the Jefferson Report: The Court did adopt as its policy the proposals contained in the Jefferson Report, as modified by the recommendations that came out of the JJC Response. The matter is now before the Board of Supervisors, and it is anticipated that the Board will shortly pass a Resolution adopting the recommendations set forth in the Jefferson Report as its policy. Those recommendations not involving major physical plant construction/renovations will be implemented as soon as possible. A request is being made to the Board to release sufficient funds from the remaining $2-$3 million in Oil Tidelands money to allow the CPO to hire someone to oversee the implementation. It is premature to have additional public hearings on capital improvements, because no specific capital improvements are being considered at this time. At the appropriate time, hearings will be held.

DISCUSSION:

Amendment to the JJC Highlights: Discussion was held on the suggested changes in the Highlights (Item 7 only) which has been mailed to all Commissioners for their consideration. The section now reads:

> "THE DEPARTMENT SHOULD BEGIN THE IMMEDIATE DEVELOPMENT AND IMPLEMENTATION OF PLANS FOR FINANCING A REHABILITATED OR NEW YOUTH GUIDANCE CENTER. IT IS UNDERSTOOD THAT THE LOCATION, SIZE, SCOPE AND TARGET POPULATION OF SUCH A FACILITY WILL BE SUBSEQUENTLY DETERMINED BY FULL AND COMPLETE PUBLIC HEARINGS. THE SIZE AND ARCHITECTURE OF THE BUILDING SHOULD REFLECT THE PHILOSOPHY EMBODIED IN THE JUVENILE JUSTICE PLAN ADOPTED BY THE COURT, THE COMMISSION AND THE BOARD OF SUPERVISORS AND PROVIDE FOR THE PUBLIC SAFETY.
>
> Every effort should be made to implement No.'s 1-6 above before completing plans for the building. Coordination with the Mayor's Office, the Board of Supervisors and the state in this endeavor is critical. Every effort should be made to obtain additional State funds to offset local costs."

It was M/S/C to approve Item 7 as amended with the change in the written words, including "implement" to replace the word "complete" in the first sentence of the second paragraph.

CHIEF PROBATION OFFICER'S REPORT:

Budget Cuts: CPO Sweeney presented an overview of the budget cuts and how the various (5 to 20%) cuts would impact on YGC: The following positions will be eliminated:

Log Cabin Ranch: At 5%-- 1 emply. & trng. II and 1 supervising stationary engineer. At 10% another emply. & trng. position and 1 full time nurse. At 15%, the third emply. trng. position, a cook and material and supplies

reduced by $4,000. The Mayor's Office recommended not filling the Assistant Director position to meet the 20% reduction. This position has been vacant for some time.

Juvenile Hall: At 5%: reductions in material & supplies, 4 night counselors, 1 food service worker and medical services funding reduced 25%. WPRC will be closed in favor of a contract for community based shelter services for status offenders. At 10%: WPRC (unit for status offenders) with no contract out for those services. At 15%: another cottage would be closed, the "Reception Unit"; Medical services would be reduced by 50%. At 18% all medical services that the CPO funds would be eliminated. At 20%: a third cottage would be closed.

Administration: At 5%: 2 clerks and reduction of the program capability for the Wang. At 10%: material & supplies will be reduced by $7,000, the CPO's travel account reduced by $300, equipment budget and risk insurance reduced, and eliminate a half-time clerk. At 15%: 1 sr. transcriber, 1 clerk typist, 1 jr. clerk (messenger service) and a half-time custodian. At 20%: 1 accountant, a second custodian, a telephone operator and a sr. inventory control clerk.

Probation Services: At 5%: the unfilled positions would remain as such. At 10%: 6 additional positions (1 supervising p.o., 1 sr. p.o. and 4 p.o.'s.)

CPO Sweeney recommends that the Probation Department no longer handle termination of parental rights cases for DSS. At 15%, 1 training officer, 1 p.o. who serves as executive director for the Volunteers, 1 counselor who serves as liaison for the volunteers (in juvenile hall budget), staff support to the Commission. At 20%: there would only be 9 probation officers remaining to supervise the thousand youngsters on probation. Those youngsters would be placed on probation for 90 days and after 90 days would have no contact with probation officers.

Discussion followed concerning the difficulties in doing much beyond shuffling papers at the 15 and 20% cut levels. Since the statutes require that police must deliver youths they suspect of violating the law to a Probation Officer, some intake must be maintained to receive those youth.

There was strong feeling that although members of the Probation Department, the Commission and the audience may have differences of opinions and even philosophies, everyone must cooperate to try to stop the cuts to the programs that it has taken so long to implement.

Peter Bull pointed out that the difference between children's services and any other age group is that kids will be around for another 60 years. When kids are messed over in teen years, the cost to the tax payer is astronomical in terms of the many years of potential contact with the person in the system - as opposed to a 70 year old who, if messed over, has only a limited amount of years for further contact. Cuts on children's services should be less than on any other services.

M/S that JJC go on record with the Mayor and all others, that JJC strongly

opposes any cuts in the Juvenile system budget above 10%.

A general discussion followed about whether a letter to the Mayor would be more effective if the Commission took a position on specific items that could or should not be cut, on the urgency of writing a letter to the Mayor and the need to keep informed about potential cuts. The Motion was amended to oppose all cuts over 5% and unanimously passed. Ladar was asked to write the letter.

The CPO said that the Central Receiving Unit (CRU) and Drug Coordinator at LCRS remaining in tact. He has not cut them from the budget even at 20% cuts. The CRU is currently being used to capacity (six beds every night). If WPRC is cut (as planned in the 10% cuts) it will cause problems with providing beds for W&I Code Sec. 601's (status offenders).

Bruce Fisher, Acting Director of Youth Advocates (Huckleberry House) which fulfills the contract for the CRU, stated that they are handling more youth and it is becoming more and more difficult to provide the crisis intervention for the increased number of youth. He talked about the importance of having crises counseling available for a homeless youth when he first surfaces to redirect them out of the system in the future. Just processing him and giving him a bed for a few days gives no real chance that he won't be back in the system. (That may save money now but will surely cost more in the not too distant future.)

All remaining matters were deferred until the May Commission meeting.

ADJOURNMENT:

Chairman Ladar adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Sylvia B. Courtney, Secretary
Juvenile Justice Commission

Dolores Dupignac
Recording Secretary

JUVENILE JUSTICE COMMISSION
CORRESPONDENCE
MONTH OF MARCH 1988

3/1/88	Letter to Carroll Wilkins, Budget Analyst, Mayor's Office, re status of payment to consultant and wordprocessing person for services rendered re written report of the response of the JJC and the community to the Jefferson Report.
3/2/88	Memorandum to All Staff from Nadia Stafford, Director of Probation Services, re Supervisors' Meeting.
3/10/88	Memorandum to Judge Weinstein, Judge Pollak & Chairman Ladar from Dennis Sweeney re Deputy Chief Probation Officer Position.
3/15/88	Copy of letter to Don Dickinson, Co. Clerk & Executive Officer, from Dennis Sweeney re payment of services for facilitator and a word-processor hired by the JJC to assist in evaluation of the recommendations of the Jefferson Report.
3/15/88	Copy of Memorandum to Concerned Persons from Dennis Sweeney re Department of Justice Investigation.
3/16/88	Copy of memo to all Department Heads from Clerk of the Board, John Taylor, re policies relating to AIDS.
3/18/88	Memorandum to Members, AB90 System Review Committee from Pamela Sweeney for L.J. Asselin re Meeting Notice.
3/18/88	Copy of letter to Dennis Sweeney from Jules M. Heumann, Foreman 1987-88 Civil Grand Jury re positive steps taken to better YGC.
3/22/88	Copy of letter to Dennis Sweeney from Elizabeth M. Youhn, President, Delinquency Prevention Coordination Council, re requesting a reply to her correspondence to Judge Weinstein & Dennis Sweeney, re the DPC's Youth Council and the alleged inappropriate manner in which some Probation Department staff dealt with it.
3/31/88	Letter to Chairman Kelleher from Julie Robbins, Victim Services Director, DPH, Division of Forensic Services, re National Victims' Rights Week.
3/88	March 1988 issue of Coleman Advocates "Action for Children".
3/88	March 1988 issue of "San Francisco Business".
3/88	January-February issue of "The Voice of California Justice".
3/88	Announcement from the National College of Juvenile & Family Law re "Basic Juvenile Justice Management Institute" to be held at the University of Nevada-Reno on June 5-10, 1988.
3/88	United Way News, Volume IX, Issue I
3/88	March 1988 issue of the SF Sheriff's Dept. Media Brief.
3/88	February/March issue of "The Incident Report" from the SF Sheriff's Dept.

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Notice

TO: All Commission Members

FROM: Sylvia B. Courtney, Secretary

RE: May 5, 1988 Commission Meeting

NOTE CHANGE IN TIME

The next regular Commission Meeting will be held in the Main Conference Room at 375 Woodside Avenue.

The meeting will start promptly at 12:15 p.m. If you are unable to attend, please advise Dolores Dupignac by telephone (753-7791).

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MINUTES OF MAY 5, 1988 COMMISSION MEETING

CALL TO ORDER:

In the absence of Chairman Ladar, Commissioner Cohn convened the meeting at 12:35 p.m.

ROLL CALL:

Present: Commissioners Cohn, Courtney, Binet, Escontrias, Kelleher, Laws, Wada. Excused: Commissioner Ladar. Absent: Commissioners Broussard, Cowan, Dunckel, Gates, Marovich, Roy, Shonholtz. Staff: Dennis Sweeney, Nadia Stafford, Judy Hogan, Barbara Casper, Aimee L. Exnicios, Robert Price. Guests: Jane Asselin, Delinquency Prevention Commission; Margaret Brodkin, Coleman; Dr. Janet Shalwitz, YGC Health Care Services.

APPROVAL OF APRIL MINUTES:

It was M/S/C to approve the April minutes as mailed.

COMMUNICATIONS:

The correspondence folder was circulated to Commission members.

JUDGES' CORNER:

Status of the Jefferson Report: Judge Weinstein announced that on May 2 the Board of Supervisors passed the JJC's revision of the Jefferson Plan, as adopted by the Superior Court and with the additions thereto. He pointed out that some of what is in the philosophy of that plan may be temporarily called into question by the current budget crisis. We are in a dilemma; we have an enlightened plan based considerably on moving kids out of here and back closer to home, dealing with them closer to home. The concept of moving things back essentially into the neighborhoods where most of the kids come from, except for violent offenders and felons, may have to wait for awhile. However, there is still a great deal that we can do: detention criteria, opening up a neighborhood center, the Volunteer Coordinator (Mentor Program) and so forth.

Mentor Program: Commissioner Wada expressed some skepticism about having volunteers working with young people on probation and having much impact, especially if they don't see them too often. Judge Weinstein advised that Tom Rinaldo and Rotea Gilford will be working together to develop the Mentor Program and will present it to the CPO and the system. Chairman Ladar will be requested to invite Mr. Rinaldo to the next Commission meeting to discuss their plans.

CHIEF PROBATION OFFICER'S REPORT:

Coordinator of Supplemental Services: CPO Sweeney announced that Tom

Rinaldo has been selected as the Coordinator of Supplemental Services and he assumed his duties on May 2. His position is funded by a grant received from the Koret Foundation. The purpose of the position is to expand the number of volunteers that work with our youngsters on probation, as opposed to youth in the institution. In the future, it does not prohibit him from expanding the volunteer services that are available in the institution.

Meeting with Vision Quest: CPO Sweeney reported that the Department had a meeting with Vision Quest. Mr. Sweeney has decided that the Department will use them as soon as they become licensed in California.

Examinations for Director of LCRS & Director of Juvenile Hall: Both oral and written examinations have been conducted for a director of LCRS and Juvenile Hall. Copies of the tentative eligible list were distributed. If no protests are received by the City & County as of Friday, May 6 by 5:00 p.m. the list will be adopted.

Budget Reductions: The Mayor's budget comments/remarks are now out and the Department is subject to a very severe cut. For the 1988-89 budget this means the cuts are equal to a 22% reduction. Material relative to lay-offs was distributed and we will lay-off 35.5 current employees if this total package goes into place. CPO Sweeney gave a brief overview of the Mayor's Budget Briefing, and advised that the Mayor's Office has established A,B,C cuts and A and B will go into effect notwithstanding anything the voters do in June.

Log Cabin Ranch: (A) Cuts: Eliminate 1 asst. director and add 1 supervising counselor position. It has been requested that the asst. director position be reclassified to that of supervising counselor. One building and grounds supervisor and 1 cook will be eliminated and reduce miscellaneous line items by $63,000. (B) Cuts: Eliminate 1 vacant empl. & trng. position, lay-off 1 empl. & trng. III (it is hoped that the PIC grant monies will be able to pick up that position). The empl. & trng. specialist IV position will be funded at a specialist III position. However, CPO Sweeney hopes to find the money to fund that position as a specialist IV, which is authorized.

Juvenile Hall: (A) Cuts: $162,000 denied for requested increases for holiday pay, material & supplies and equipment. $150,000 request denied for step increases (and associated benefits), eliminate 4 assistant counselors, reduce staffing on night shift (we anticipate having the radio communication system in place no later than August 1) and 2 food service workers eliminated. (B) Cuts: 30% reduction in medical services (primarily psych services; work order to Dept. of Health), close WPRC (unit for status offenders) and close 1 unit for delinquent males. (C) Cuts: Up to $110,000 additional reductions in health services (up to complete elimination) proposed by YGC but opposed by DPH. The (C) reduction in all of our programs is predicated upon the action the voters take in June.

Juvenile Probation: We will lose 2 supervising probation officers (these are currently filled and would be laid off or bumped back), 1 sr. supervising probation officer currently filled would be cut back, lose 7 line probation officers (4 are vacant so 3 bumped back there), 8 sr. probation officers will be

cut (only 2 vacancies there so a bump back of 6). (C) Cuts: Eliminate 1 supervising probation officer, 1 sr. probation officer and one clerk typist.

Administration: The business office will be severely impacted if the 20% reduction is required: eliminate 1 telephone operator, 1 custodian (this will reduce janitors to 2.5), 1 accountant, and 1 sr. inventory control clerk. The Mayor's Office did decide to increase (although the Department did not request it) our budget item regarding contractural services by $300,000 to offset the loss of services for status offenders. There will be funds totaling approx. $600,000 that will enable the Department to continue on with the contracting out process to meet the needs of status offenders.

Discussion followed and Judge Weinstein commented that the budget cuts involve serious policy decisions, and the Dept. Head has the primary responsibility to adjust the department. Once a plan has been made up of what cuts have been made and how they will affect services, that should then be presented to the Court and to the JJC for approval in terms of what philosophy or what impact it has. He feels that the plan should be reviewed and is something we should debate. Commissioner Laws requested that Mr. Sweeney come to the next Commission meeting and tell us where his priorities are going to be; for instance, she would like to know where he would draw the line as to the kids that won't be detained. The Commission needs that kind of information to start the type of debate that the Judge talked about. Following that, she envisions the Commission and Court together making a strong presentation to the Mayor and to the community as a whole, perhaps thru the media, as to the problems that we see up here and to get a response from the community at large about what they want to have happen up here. CPO Sweeney will try to have the information requested for the June Commission meeting.

Staff Code of Conduct: CPO Sweeney advised that the department is developing a Staff Code of Conduct and distributed draft copies to the Commissioners. This has been developed for all employees regardless of their position in the department.

CHAIRMAN'S REPORT:

Article in SF Progress: Commissioner Cohn wanted to mention that he was very disturbed to read in the SF Progress that Mr. Perino, President of the Probation Officers' Association, said that the Jefferson Plan is unrealistic, that home supervision is a charade, that he did not think the suggested Mentor Program would work for most youth, and that the recommended creation of a Neighborhood Intake Center is the most misleading proposal of all. Mr. Perino and the POA were involved in the process at the very beginning; there were community meetings and the Commission had a special meeting with the Probation Department. Mr. Cohn recalls no comments by the POA, certainly nothing of this nature or degree. In the article Mr. Perino stated that these community based programs may work for one or two, but we need strategies that would work with thousands. Mr. Cohn would like to know what those strategies are. Commissioner Laws suggested that it might be appropriate for the Commission to write Mr. Perino and find out whether this was inappropriately stated as the position of the POA or was this his own personal opinion in the article and to clarify this. A motion was made and seconded to write Mr. Perino and discussion ensued. Commissioner Courtney

suggested that this matter be referred to the Commission's Executive Committee. The JJC Chairman could talk to Mr. Perino and tell him how the Commission feels on this subject. If he feels it is appropriate on behalf of his Association, to come forward and explain why they have made such a public comment or whether he made it. She feels that would be the best way to handle this matter. Commissioner Laws withdrew her motion and expressed the desire that the matter be handled as suggested by Commissioner Courtney.

COMMITTEE REPORTS:

Juvenile Court Committee: Commissioner Kelleher met with the YGC Chef relative to the food service and his report included the following: 1) There were two retirements some time ago and no replacements, which affected the service. With the forthcoming cuts, we will lose more kitchen staff. 2) On April 4 the Chef instituted new menus; there will be no more stews or casseroles. Unit count will be used and the servings will be proportioned. 3) They discussed bringing the kids out of the cottages and serving them cafeteria style, and the possibility of including some youth from B5. 4) New ovens have been installed, but they are not properly ventilated and they are not level. These problems are in the process of being corrected and Commission Kelleher will follow up on the progress and report back.

LIAISON REPORT:

DPC/DPCC: Jane Asselin reported on the following activities of the DPC/DPCC: 1) On March 25 and 26, the Commission in concert with the Dept. of Health and other public and private agencies held the first conference in the nation on the specific needs of ethnic and sexual minority youth and suicide. 2) The Commission has founded five coalitions focused on different aspects of youth services: recreation, employment, education, out-of-home placement and homeless youth. Practical projects already undertaken by coalitions include a conference with the school district on current policy issues in special education and quality of services; a resource guide for employment providers as well as a jobs "hotline"; a skills and resource bank for recreation workers; an ongoing association for group home providers; a comic book for youth detailing available resources. 3) The DPC has been involved with the planning of the programs funded by Proposition "D", the playgrounds initiative to provide after school care for children and youth, not to fund/reopen programs for adults. 4) The April 7 meeting of the Coordination council focused on the issue of youth and AIDS. 5) The Commission has joined with other advocates in efforts to improve the overall quality of life in the housing projects. 6) The Commission has two new members: Jean Hadley and Merrill Randol.

TREASURER'S REPORT:

Commissioner Cohn is going to move the Commission's checking account into a no-charge and interest paying account saving the JJC about $100 per year.

SECRETARY'S REPORT:

Commissioner Courtney reminded all Commissioners to turn in their Hours of Participation Forms.

ADJOURNMENT:

It was M/S/C to adjourn the meeting at 2:05 p.m.

Respectfully submitted,

Sylvia B. Courtney, Secretary
Juvenile Justice Commission

Dolores Dupignac
Recording Secretary

JUVENILE JUSTICE COMMISSION
CORRESPONDENCE
MONTH OF APRIL 1988

4/4/88	Memorandum to Interested Parties from Dennis Sweeney re Attached Article on Liability.
4/4/88	Copy of letter to Kent Eagleson, SF Boys' Home, re exploring the development of a group home specifically for youth returned to Juvenile Hall after failing out-of-home placement, who would otherwise reside in Juvenile Hall pending a new placement.
4/11/88	Letter to Mayor Agnos from Chairman Ladar re YGC Budget Cuts.
4/12/88	Letter to Chairman Ladar from Margaret Brodkin & Sharon Meadows, Coleman Advocates for Children & Youth, re appreciation for JJC having a public discussion of proposed budget cuts in Juvenile Probation at its April 7, 1988 meeting.
4/14/88	Copy of letter to Mr. Hadley Roff, Deputy Mayor, from Lefty Gordon, Chairman & Members, Youth Services/AB 90 Task Force, re proposed budget cuts for Juvenile Probation Department.
4/15/88	Letter to JJ and DPC members from M. Jane Wishart, Chair JJ/DP Committee, California Probation, Parole and Correctional Association re its 58th annual state training conference to be held 5/19/88 in Irvine, CA.
4/19/88	Memorandum to All Staff from Nadia Stafford, Director Probation Services, re Supervisors' Meeting.
4/20/88	Letter to Chairman Ladar from Rotea J. Gilford, Executive Director MCJC, re her appointment to the Youth Services/AB 90 Task Force.
4/20/88	Letter to Commission Chairman from Wilbur A. Beckwith, Dept. of the Youth Authority, re the Standards for the Temporary Custody of Minors in Law Enforcement Facilities and a copy of the final version approved by the Office of Administrative Law on 3/25/88 enclosed.
4/25/88	Copy of letter to Mr. Hadley Roff, Deputy Mayor, from Gary Moline, Probation Officers' Association, Representative to Public/Private Partnership re the POA's distress about the order of priorities and some specific line item recommendations as submitted to Mr. Roff from a committee of the Mayor's Youth Services/AB 90 Task Force relative to the proposed budget cuts for the Juvenile Probation Department.
4/28/88	Memorandum to Interested Persons from Clerk of the Board, John Taylor, re 1988-1989 Budget Calendar.
4/29/88	Letter to Rotea J. Gilford from Chairman Ladar re Youth Services AB/90 Task Force.

4/88	April 1988 issue of Coleman Advocates "Action for Children".
4/88	Announcement from the Caring for Children re its First Annual Meeting to be held on May 5, 1988.
4/88	Copy of the Spring 1988 Newsletter from the Office of Criminal Justice Justice Planning.
4/88	Lifelong Learning, Summer 1988, Catalog from UC Berkeley Extension.
4/88	United Way News, Volume IX, Issue II received from United Way of the Bay Area.
4/88	Legislative Status Report, 1987-88 Regular Session, received from the Department of the Youth Authority.
4/88	Announcement from the Democratic Women's Forum re celebration honoring the women in our lives.
4/88	April 1988 issue of "The Tenderloin Times".
4/88	Spring 1988 issue of the SPCA's "Our Animals".
4/88	March-April 1988 issue of "The voice of California Justice".
4/88	Announcement from the Dept. of Social Work Education at SF State University re a working conference on Welfare, Workfare & Welfare Reform - An Agenda for Analysis and Action to be held on May 18, 1988.

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JUVENILE JUSTICE COMMISSION
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Notice

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TO: All Commission Members

FROM: Sylvia B. Courtney, Secretary

RE: June 2, 1988 Commission Meeting

NOTE CHANGE IN TIME

The next regular Commission Meeting will be held in the Main Conference Room at 375 Woodside Avenue.

Due to the Mayor's Symposium on Substance Abuse on June 2, which all Commissioners are encouraged to attend, the Commission meeting will begin at 4:30 p.m. If you are unable to attend, please advise Dolores Dupignac by telephone (753-7791).

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MINUTES OF JUNE 2, 1988 COMMISSION MEETING

CALL TO ORDER:

Chairman Ladar convened the meeting at 4:42 p.m.

ROLL CALL:

Present: Commissioners Broussard, Cohn, Cowan, Dunckel, Escontrias, Kelleher, Ladar, Laws, Wada. Absent: Commissioners Binet, Courtney, Gates, Marovich, Roy, Shonholtz. Staff: Dennis Sweeney, Nadia Stafford, Judy Hogan, Barbara Casper. Court: Honorable Daniel Weinstein. Numerous guests.

APPROVAL OF MAY MINUTES:

It was M/S/C to approve the May minutes as mailed.

COMMUNICATIONS:

The correspondence folder was circulated to Commission members.

JUDGES' CORNER:

Executive Assistant to Commission:

Superior Court in conjunction with the Clerk's office has arranged for an Administrative Assistant to the Juvenile Court who will work half time for the Court and half time as Executive Assistant for the Commission to begin 9/1/88. Felton Williams has been designated for the position. M/S/C to send a thankyou letter to the Personnel Committee of the Court (Hon. Morton Colvin) and Don Dickenson, County Clerk.

GUEST SPEAKER:

Tom Rinaldo - Mentor Program:

CPO Sweeney introduced Tom Rinaldo and explained that Tom has been working on outreach with existing programs. In one month, when Rotea Gilford comes on board, the Mentor Program will be started in the Western Addition.

Tom Rinaldo has a varied background in community work, most recently working as the Clinical Coordinator of an adult psychiatric halfway house. Among his varied background, he has worked for Catholic Charities, and program developer and program coordinator for Homeless Youth. He founded the Diamond Youth Shelter and was involved in the Youth Coalition. He hired the first Youth Volunteer Coordinator for Larkin Street.

In starting work on developing and structuring the Mentor Program, Tom is still in the 'learning' and 'assessing' stage. He spent the first month talking to youth, staff and people involved in youth programs in the community. He is considering

maximum use of community resources - best use of existing agencies and programs as well as volunteers. The two areas of the city he is looking at initially are Western Addition and Balboa Highschool. He is also meeting with the Round Table coalition concerning what is available in Hunters Point and what is still needed. He is meeting with supervisors and line staff Probation Officers to hear what they think will help our youth. Once it is determined what the goal of the program is and how best to achieve it, Tom will structure training and recruitment programs for volunteers, will provide that Volunteers will be carefully screened and will seek a Program Coordinator to supervise the ongoing program.

For persons interested in this program, Tom Rinaldo may be reached at YGC, Room No. 347 or by calling 753-7729.

Judge Weinstein announced Rotea Gilford's Retirement Dinner - June 23, 1988, the proceeds of which will benefit the Mentor Program.

CPO DENNIS SWEENEY:

Budget Update:

The "Phase C" budget from the Mayor's office provides a 10.6% reduction in overall budget at YGC - over 12% if Proposition K fails - 80% of the cut is made up in staff reduction - 35 real people. 13 positions in Probation services will be cut which involves closing out status offender program - WPRC, closing one cottage and the YGC Receiving Unit.

There is a problem in finding a new 'out of home placement' for youth that fail at Log Cabin Ranch - because no place wants to take those youth. Admissions to LCRS have gradually increased over the last six months and the number of youth housed at YGC because they are difficult to place have increased.

There was a change in criteria for detention over the Memorial Day weekend due to the overcrowding at the Hall. Due to the chronic overcrowding problem, the CPO would like to plan for an expanded home supervision system - and is exploring using community resources, for instance, possibly referring youth to the Omega Boys Club to help keep youth referred to YGC at home. With the budget cut, less beds are available and alternatives have to be explored. However, protection of the public safety must not be compromised.

Judge Weinstein suggested that no one has experience with the recent problems created by the cocaine epidemic (and the resultant increase in arrests and detention) and that the system will have to keep flexible. This is difficult with the current budget cuts, but presents a challenge that will take all of the energies of the Probation Department, the Health and Education Departments, Community Resources and the Commission to pull together to meet.

In answers to questions of the Commissioners, the CPO explained that the county pays for youth at LCRS from ad valorum (county) tax money. When §602 wards of the court are placed in out of home placement, the facility is funded 95% by state tax money but temporary housing and probation costs are paid from the

Probation budget and not reimbursed. The county pays the state $25.00 per youth per month for each ward placed in CYA.

The CPO is encouraging the community agency development of new facilities for out of home placement. However, the requirements for these programs pays only the state designated amount. If the agency provides an enriched program, it will have to fund that program for 6 months before the state will consider providing additional funds. However, the agency will not be reimbursed for the initial six month period. The type of program that SF is interested in developing would have much more structure than would be found in the average group home and would need additional money to fund. The CPO is considering providing some funds from his budget to develop that additional attention to the wards during the period when the state would not authorize the additional money.

Providing a smaller case load for each Probation officer which would permit closer supervision is not the whole answer because many of the youth in the Hall come from homes which are not suitable for one reason or another. Frequently the §602 ward started as a §300 and was a §601 ward before being adjudged a §602 ward.

Length of stay while awaiting placement: Initial placement - 7 days, second placement 30 - 60 days. There is an attempt to place the youth in a relative's home as an interim assignment while looking for a permanent placement. Judge Weinstein commented that the wards usually do very well in placement. They advance in school and show some pride in themselves and then are released back into the old environment and the old home situation and in no time slide back into the old habits which cause them to come to the attention of YGC. Therefore, they are exploring using resources to provide close monitoring for six months following release from the Hall, LCRS or placement.

With the budget cuts, staff reduction and closing of one cottage plus the RU, there will be 24 hour coverage for youth in the Hall and at LCRS providing there are no more than 118 youth in the Hall. That provides two couselors in the Hall. Two-way radios have been ordered and are to be delivered during the week but the staff will need to be trained before the radios are put into usage.

Before budget cuts, the CPO was exploring closing one of the cottages and reassigning 4 of the staff to a 1 to 4 ratio of intensive home supervision. Now, the budget cuts require the closing of the unit with no staff to reassign. If another unit was closed, there would only be the capability to house 98 youth in the Hall and at this time, there is too much population to do that.

Steve LaPlant was introduced as the new Director of the Hall effective June 5, 1988.

§601 Youth:

Some time ago, by Proposition J, SF authorized the contracting out of services if a Department can show that it can be done at lesser cost than providing the services directly.

There are strict guidelines about how that information is to be presented. The CPO presented the material on housing §601's in May and has just received a letter from the Comptrollers office saying the material is being forwarded to the Board of Supervisors with the Probation Officers Union's letter (in opposition) on the subject. The Board of Supervisors has officially taken the position that they favor the development of a Central Receiving Unit and housing of the status offenders in the community, however, the funding was not to come from the loss of probation and counselor positions.

Rich Perino stated his opposition to the closing of the WPRC, a 20 bed facility which costs $360,000 per year, while spending $490,000 to fund a 12 bed facility within the community. There was a lengthy discussion with the participation of staff and others in the audience concerning the closing of WPRC and the loss of crisis intervention for out of state runaways. Currently, WPRC team attempts to contact the runaway's family and works with the youth and the family toward a plan that will reunite the family. The law gives the Probation Department the ability to detain the youngster for 72 hours while this crisis intervention occurs. This emergency service will no longer be available and the youth will not have the benefit of this intensive attention.

Although WPRC has the capacity to house 20 kids, the average daily attendance at WPRC in 1987 was 14 youngsters and is currently 8 or 9. The Central Receiving Unit (Huckleberry House) has an average daily attendance of 2.3 youngsters out of six available beds at a cost of $239,000. The CPO feels that he must close WPRC immediately and can no longer fund the two Probation Officers that have been assigned to Huckleberry House, although he does not intend to withdraw the $239,000 paid directly for Huckleberry House from his budget. [Editor's note: Interim funding has been released to continue services until new beds are available.]

The Mayor instructed the CPO to reserve $300,000 of his budget to develop a community run group home for status offenders. This is separate from the other budget matters that have been discussed in that it will provide for additional beds. However, it is not clear at this time whether that will be for one or more group homes or whether it will be for foster homes. The $300,000 may be tapped when a plan has been developed.

On a separate track, for over a year, there has been a study by a Public-Private Committee, called the "NOSR" Project, to look into the issues of privatization or contracting out group homes for status offenders. The study was conducted under the auspices of the federal government, who provided $50,000 for the SF study. Probation Department members and private business members participated to determine whether it would be cost effective and service effective to contract this service out. They concluded that the group homes should be contracted out. This has now been submitted to the City Attorney's office for a legal opinion whether the feasibility study can continue in light of the budget cuts and the loss of staff positions.

An RFP went out on the whole package of a Central

Receiving Unit and the housing of all §601 youths. At this stage, it is unknown whether there are any community /private agencies willing to undertake the challenge.

Request for JJC Sub-Committee to Review Group Homes:

The CPO suggested that the Commission form a subcommittee to inspect some of the private facilities that house the §601 youths. He stated that it would be helpful to have the Commission's input.

Director of LCRS:

The appointment of Director of LCRS will occur sometime in June.

Kitchen Staff:

A letter had been received from the food working staff at YGC which was explaining the effect of the harsh budget cuts on the kitchen staff. Since that time, one of the positions has been reinstated and Judy Hogan commented that they are working to try to resolve the problems raised.

ANNOUNCEMENTS:

Beatrice Laws announced the June 16th reception for Revels Cayton and dedication of the new computer lab in his name.

Delinquency Prevention Commission:

May 17, 1988 meeting had Marcia Chinn as guest speaker on the topic "Immigrant Youth in San Francisco".

Their next Coordination Council meeting would be held 6/23/88 and the topic would be "Are the Community Based Agencies Ready for Implementation of the Jefferson Report in View of the Budget Cuts?" JJC Commissioners would have liked to have been included in addressing this topic jointly with the DPC and directed Chair Ladar to write a letter to DPC requesting joint scheduling of topics that intimately involve both Commissions. Commissioner Wada commented that the focus of "community bases agencies" addresses the problems of §601 youth and do not consider the budget needs for §602 youth which are extremely important to JJC.

DPC is completing a survey of Park and Rec services for children.

The 5 DPC Youth Services Coalitions will present a progress report to the DPC on 6/21/88. A copy will be sent to JJC.

Minutes:

Due to budget cuts, JJC no longer has a secretary and consequently no secretarial services are being provided. These minutes are brought to you by Commissioner Joyce Ladar. Future meetings shall be taped and minutes reflect only the briefest summary of the meeting.

Respectfully Submitted,

JOYCE B. LADAR, Commissioner
and Acting Secretary for June Meeting

JUVENILE JUSTICE COMMISSION
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JULY 7, 1988 MEETING AGENDA

NOTE: CHANGE IN TIME AND PLACE:

Time: 4:00 pm to 7:00 pm - *ALL MEETINGS WILL BE AT 4 PM

Location: YGC CHAPEL

We are moving into the Chapel in order to encourage more interested parties (staff and community) to attend and participate in discussions.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF JUNE MINUTES
4. COMMUNICATIONS
5. JUDGES' CORNER - Hon. Roy L. Wonder
6. CHIEF PROBATION OFFICER'S REPORT - Dennis Sweeney
7. DISCUSSIONS
    a. Update on budget cuts
    b. Update on WPRC
    c. Drug program - is it operating?
8. OTHER ITEMS - (Time Permitting):
   Please submit in writing
    a. Chairman's Report
    b. Committee Reports
    c. Liaison Reports - Delinquency Prevention Comm.
    d. Treasurer's Report
    e. Secretary's Report
    f. Additional Business
9. ADJOURNMENT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CALIFORNIA 94127

MINUTES OF JULY 7, 1988 COMMISSION MEETING

CALL TO ORDER:

Vice Chair Dunckel convened the meeting at 4:10 p.m.

Present: Commissioners Broussard, Cohn, Cowan, Courtney, Dunckel, Escontrias, Kelleher, Laws, Wada. Absent: Commissioners Binet, Gates, Ladar, Marovich, Shonholtz. Staff: Dennis Sweeney, Nadia Stafford, Judy Hogan. Court: Honorable Roy L. Wonder. Numerous guests, including staff.

Correction to the previous meeting's minutes approved to read that the Delinquency Prevention Commission had contacted the Juvenile Justice Commission about participation in the 6/23/88 meeting of the Coordination Council.

Joe Berkowitz, the new Director of Log Cabin Ranch School was introduced by Dennis Sweeney.

CPO REPORT:

NCCD has finished its report on the use of detention criteria at YGC. A copy of the report will be mailed to all commissioners. YGC is still detaining 25% of the youth for "soft" reasons. There are currently 135 kids in detention, of which 107 are court ordered. There are 11 rooms, and 118 beds. YGC is operating with 6 cottages, instead of 7.

The Omega Boys Club has begun a new program in the hall on 2nd and 4th Wednesday evenings.

BUDGET CUTS: The commission expressed concern over the impending layoffs. Commissioners Wada and Escontrias suggested a letter be written to the Civil Service Commission regarding our concern. The Commissioners will work with Dennis Sweeney to take appropriate action. WPRC will not close until Dec. 30. There was discussion on whether or not the Commission should develop a policy regarding the loss of city employee jobs when services are contracted out. Commissioner Courtney suggested this be discussed at the workshop.

Mr. Sweeney recommended that there be a session for the Commission on the duties and jobs of probation officers. It was also recommended that commissioners might want to visit CYA.

COMMITTEE REPORTS:

The Probation Committee met with a number of probation officers regarding their concerns about the cutback in services and the budget.

The Institutions Committee visited the hall.

The Juvenile Court Committee has been visiting the court rooms.

The Legislative Committee asked for and received permission to contact Assemblyman Stirling and the Governor regarding proposed legislation for reunification services for delinquent youth. CPO Sweeney requested our support for a Presley bill that will place a bond issue on the November ballot for funding for juvenile facilities. (Note: the Governor has signed the bill and it will be on the ballot in Nov.)

Commissioner Wada requested the Commission consider, at the workshop or the Executive committee meeting whether or not the commission should form a drug task force with the other departments concerned with this problem: Health, Schools, Police, the DPC, etc.

OTHER:

Members of the audience spoke on a number of issues. Particularly, members of the staff voiced concern over the permanent closing of WPRC, unavailability of homes who will take the extremely difficult-to-place youth, and the replacement of Probation effort to reunify runaways with their families when initially picked up. Other participants commented favorably about the Central Receiving Unit and the ability to accomplish these functions. Other concerns were expressed about the difficulty in working with troubled youth.

Respectfully submitted,

Joyce B. Ladar

JOYCE B. LADAR
Acting Secretary for
SYLVIA COURTNEY

Notice

[NOTICE]

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
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AUGUST 4, 1988 MEETING AGENDA
YGC CHAPEL - 4 p.m.

IMPORTANT ANNOUNCEMENT: THERE IS A VACANCY ON THE COMMISSION. ALL INTERESTED PERSONS SHOULD SEND A LETTER AND A RESUME TO PRESIDING JUDGE ROY L. WONDER. Interviews shall be conducted by a sub-committee of the Commission during the latter part of August.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF JULY MINUTES
4. COMMUNICATIONS
5. JUDGES' CORNER - Hon. Roy L. Wonder
6. CHIEF PROBATION OFFICER'S REPORT -
7. DISCUSSION: NCCD JUVENILE DETENTION SURVEY
   David Steinhart, Nadia Stafford, Judy Hogan
8. CHAIRMAN' REPORT: Workshop Recommendations
9. COMMITTEE REPORTS: (please submit in writing)
10. LIASON REPORTS: - Delinquency Prevention Commission
11. OTHER BUSINESS:
    - a. Treasurer's Report
    - b. Secretary's Report
    - c. New Business
12. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION

August 4, 1988

The minutes for this meeting are missing

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SEPTEMBER 1, 1988 MEETING AGENDA
YGC CHAPEL - 4 p.m.

IMPORTANT ANNOUNCEMENT: THERE IS A VACANCY ON THE COMMISSION. ALL INTERESTED PERSONS SHOULD SEND A LETTER AND A RESUME TO PRESIDING JUDGE ROY L. WONDER. Interviews have been delayed, but will probably be conducted by a sub-committee of the Commission during the latter part of September.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AUGUST MINUTES
4. COMMUNICATIONS
5. JUDGES' CORNER - Hon. Alfred Chiantelli
6. CHIEF PROBATION OFFICER'S REPORT:
   Update on Highlights of Juvenile Justice Plan
7. DIRECTOR OF JUVENILE HALL REPORT:
   a) Recent Escapes
   b) Proposed Expenditures of Tidelands funds
8. CHAIRMAN'S REPORT:
   Discussion: Need to publicize Commission vacancy
9. COMMITTEE REPORTS: (please submit in writing)
10. LIASON REPORTS: - Delinquency Prevention Commission
11. OTHER BUSINESS:
    a. Treasurer's Report
    b. Secretary's Report
    c. New Business
12. ADJOURNMENT

SORRY: Due to budget cuts which eliminated our secretarial staff, and time constraints of Commissioners, August minutes were not available at the time of the mailing and will be made available at the Commission meeting only. JBL

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MINUTES OF SEPTEMBER 1, 1988 COMMISSION MEETING

CALL TO ORDER:
Joyce B. Ladar, Chairperson, convens the meeting at 4:20 P.M..

PRESENT: Commissioners: Joyce B. Ladar, Jeanette Dunckel, Steve - Cohn, Arla Escontrias, Raymond Shonholtz, Beatrice Laws and Ruth - M. Cowan.
ABSENT: Magdalynne P. Gates, Daniel P. Binet, Camille Broussard, Frank P. Kelleher, Michael J. Marovich and Yori Wada.
EXCUSED: Sylvia B. Courtney.
Y.G.C. STAFF: Hon. Alfred G. Chiantelli, Carol Yaggy, Joe Spaeth, Dennis Sweeney, Nadia Stafford, Steve La Plante and others.
GUEST: William Hayes - C.Y.A., L. Gordon - Ella Hill-Hutch Center, Mike Scott - Transition House, Laura J. Asselin - D.P.C. and others (See sign-in book).

APPROVAL OF AUGUST MINUTES:
It is moved, seconded and carried to approve the minutes of August meeting as written.
COMMUNICATIONS:
The correspondence folder is circulated to commissioners.

JUDGE'S CORNER:
Judge Roy L. Wonder is on vacation. Judge Alfred G. Chiantelli indicates Judge Wonder's concern regarding reports of recent escapes and reports: Judge Wonder has met with groups regarding Diversion for minors and overcrowding at Y.G.C.; Juvenile Court cases are reaching adjudication within 2 weeks (much better than the required 30 days); To provide after-school activities, Log Cabin Ranch has a "wish list" ($2,000.00 has been raised toward the purchase of athletic equipment e.g. ping pong tables, horse shoe and baseball items

RECENT ESCAPES AT YOUTH GUIDANCE CENTER:
Steve La Plante, Y.G.C. Director, discusses the 16 escapes sin June [illegible], 1988. These escapes occurred in 9 instances and involve 14 boys and 2 girls. Of the 16 escapes, 13 escapees have returned to Y.G.C.. Most have other offenses, but none have committed a very ser ous offense while away. In response to questions from commissioners and guests, Director La Plante lists causes for the escapes - Most are related to counselor negligence; other causes include rapid changes, layoffs and lack of clarity in "bumping". Disciplinary hearings to occur. Preventive measures planned include special fencing, increase in number of volunteers (NAA groups, CAA groups, more chaplains) and plans to convert a former crafts cottage to a visitation center, with an increase of visitation periods on Saturda and Holidays.

CHIEF PROBATION OFFICER'S REPORT:

Dennis Sweeney, Chief Probation Officer, discusses and responds to questions and statements regarding the budgetary process involved in spending the Tidelands Funds. He states he has conferred with Judge Wonder, and he plans to confer again. CPO Sweeney also states that he has met with the City Attorney and Union Representative.

Richard Perino, Union Representative, indicates that 2 staff meetings have occurred.

Chairperson, Ladar reserves the agenda of October 6, commission meeting for Tidelands Funds discussion exclusively. Copies of the budget draft to be made available to staff, and are to be mailed to persons on the commission's mailing list. Other interested persons are to receive copies also. Written comments regarding the draft must be received on or before September 20, 1988. Commissioners are to receive copies of the written responses. Comments from Judge Wonder are requested.

CHAIRPERSON'S REPORT:

Commissioner Ladar comments, briefly, on commissioners' conference with William Hayes of the Youth Authority. Conference was held immediately prior to September meeting. Mr. Hayes informed commissioners what to observe when inspecting Juvenile Detention Facilities. On October 18, 1988, at 10 A.M., Mr. Hayes begins his inspection of San Francisco's Juvenile Detention Facility.

MOVIE FOR SHOWING:

Commissioners Shonholtz and Escontrias discuss and recommend a movie, with a High School Setting, soon available for showing. The alma mater of Commissioner Escontrias is the high school setting for the movie.

TRAINING WORKSHOP:

Commissioners Laws and Cowan plan to attend the Juvenile Justice Delinquency Prevention Commission Training Workshop that is scheduled September 26 and 27 at the Beverly Garland Hotel in Sacramento, Calif

DELINQUENCY PREVENTION COMMISSION REPORT:

Laura Jane Asselin presents a report of the Delinquency Prevention Commission (Written report is submitted).

TREASURER'S REPORT:

Commissioner Cohn reports that the balance in the treasury is $539.76.

The commission meeting is adjourned at 6:00 P.M..

Sylvia B. Courtney, Secretary

Felton J Williams

Felton J. Williams
Executive Assistant

JUVENILE JUSTICE COMMISSION

October 1988

The agenda and minutes for the October meeting are missing

JUVENILE JUSTICE COMMISSION

November 3, 1988

The agenda for this meeting is missing

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MINUTES OF NOVEMBER 3, 1988 COMMISSION MEETING

CALL TO ORDER: Jeanette Dunckel, Vice Chairperson, convenes the meeting at 4:20 p.m.

PRESENT: Commissioners Jeanette Dunckel, Steve Cohn, Arla Escontrias, Michael Marovich, Beatrice Laws, Ruth Cowan, Yori Wada.

EXCUSED: Commissioners Joyce Ladar, Camille Broussard, Frank Kelleher, Raymond Shonholtz.

ABSENT: Commissioners Magdalynne Gates, Daniel Binet, Sylvia Courtney.

YGC STAFF: Judge Alfred G. Chiantelli, Steve La Plante, Nadia Stafford, Judy Hogan, Byron Bray and others.

GUESTS: See sign-in book.

APPROVAL OF OCTOBER MINUTES: A motion to approve, without correction, the minutes of the Commission's October meeting is carried.

COMMUNICATIONS: The correspondence folder is circulated to each Commissioner.

JUDGE'S CORNER (Judge Chiantelli reports for Judge Wonder): Judge Chiantelli reports that Judge Wonder has been appointed to the Judicial Council and is attending a Council meeting in Monterey, California. Judge Chaintelli adds that Judge Wonder recently attended a conference on wayward children in Washington, D.C. He conveys Judge Wonder's thanks for responses to the budget proposal and urges everyone to move with haste to conclude the process.

NADIA STAFFORD submits (prior to Commission meeting) written report regarding detention criteria project.

STEVE LA PLANTE informs Commission that time restraints are severe and that there is a risk in losing the juvenile justice improvement funds. According to Mr. La Plante, a meeting has been scheduled to streamline the contract process. He has received an indication of Controller John Farrell's willingness to aid the process. Mr. La Plante concludes with an explanation of the contracting process.

JUDY HOGAN discusses minors in secure detention. She presents an analysis of Juvenile Hall secure detention for Tuesday, November 1, 1988. Ms. Hogan cites the increase in Juvenile Hall input and the less than proportionate increase in Juvenile Hall population as an indicator that minors are processed in and out of Juvenile Hall at a much higher rate. Ms. Hogan provides the Commission a copy of her written report. Steve La Plante and Byron Bray respond to concerns of Commissioners and probation officers regarding the anticipated increase in Juvenile Hall intake.

COMMISSIONER WADA reports on his visit to Juvenile Hall. He rated the facility from fair to very good on cleanliness. He noted that B5 was very clean. He noticed double-bunking with a fair number of units out of use. He credited programs for providing youngsters more time out of cottages. WPRC operates below capacity. According to Commissioner Wada, renovation is urgently needed.

NOMINATING COMMITTEE: The Commission elects the following Nominating Committee: Commissioners Courtney, Kelleher, Cowan and Escontrias.

BYLAWS REVIEW COMMITTEE: Commissioners Laws and Dunckel are elected to the Bylaws Review Committee.

DPC LIAISON: Jane Asselin submits a written report.

CHAIRPERSON'S REPORT: Chairperson Ladar's report regarding the resignation of Commissioner Binet is read to the Commission. The motion of Chairperson Ladar to accept the resignation of Commissioner Binet, with a statement of thanks, is seconded and carries unanimously. Vice Chairperson Dunckel announces the vacancy of a youth position on the Commission. Applications are invited.

COMMISSION WORKSHOP: The Commission workshop, scheduled for November 15 in the home of Commissioner Shonholtz, is postponed to November 22. All Commissioners to be notified of the new date.

VISIT TO OUT-OF-HOME-PLACEMENT FACILITIES: Commissioner Marovich will provide Commissioners a tour of out-of-home-placement facilities on Monday, December 12, at 3:30 p.m. The plan is to visit the Transition House and a group home facility in the Richmond District.

VISIT TO LOG CABIN RANCH: Commissioners Wada and Cowan (and possibly Shonholtz) plan to visit Log Cabin Ranch; a 1988 date to be set.

ADJOURNMENT: The Commission meeting is adjourned at 6:25 p.m.

SYLVIA B. COURTNEY, SECRETARY

Felton J Williams

Felton J. Williams, Executive Assistant

JUVENILE JUSTICE COMMISSION

December 1, 1988

The agenda for this meeting is missing

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MINUTES OF DECEMBER 1, 1988 COMMISSION MEETING

CALL TO ORDER: Joyce B. Ladar, Chairperson, convenes the meeting at 4:14 P.M..

PRESENT. Commissioners Joyce B. Ladar, Jeanette Dunckel, Steve Cohn, Sylvia Courtney, Arla Escontrias, Frank P. Kelleher, Beatrice Laws, Michael Marovich, Ruth Cowan, Raymond Shonholtz and Yori Wada.
EXCUSED: Commissioners Camille Broussard and Magdalynne Gates.

ABSENT: None.

YGC STAFF: Judge Roy L. Wonder. Joe Spaeth, Dennis Sweeney, Nadia Stafford, Steve La Plante, Byron Bray, Jim Sutro and others.

GUESTS: See Sign-in Book.

APPROVAL OF NOVEMBER MINUTES: A motion to approve, with the following correction, minutes of the November 3, 1988 commission meeting is carried. Add: "Commission's written response to Judge Roy L. Wonder regarding the Supplemental Budget Request is distributed to commissioners, Youth Guidance Staff and guests."

COMMUNICATIONS: The Correspondence Folder is circulated to each commissioner.

JUDGE'S CORNER: Judge Wonder thanks the commission for its early response, and indicates that their letter of response "appears on point". Judge Wonder explains: 1) The commission will hear from him presently (regarding their request for an advisory committee). 2) He has requested that the Chief Juvenile Probation Officer leave in the budget the amount the Judge originally requested for planning. 3) Overcrowding: This was the focus of C.Y.A., and Joe Spaeth, P.D., has submitted some suggestions regarding this issue. The Judge and Dennis Sweeney visited Log Cabin Ranch on November 30, 1988 regarding the overcrowding issue. Judge Wonder responds to questions from commissioners, and expresses his position regarding their request for the appointment of a Juvenile Justice Commission Executive Director.

MINORS IN SECURE DETENTION: The Report of Judy Hogan is reviewed by commissioners and the Chief Probation Officer. Mr. Sweeney agrees to provide commissioners with print-out data on minors in detention.

CHIEF PROBATION OFFICER'S REPORT: Dennis Sweeney informs the commission of his exit interview with C.Y.A. official, and explains the inspection/report process. Mr. Sweeney adds that he doesn't think San Francisco Juvenile Hall will be decertified. J.J.C.'s Executive Assistant will distribute C.Y.A.'s Report as soon as it is received.
Mr. Sweeney distributes the most recent version of the proposed capital improvement budget. He and Jim Sutro responds to questions from commissioners. Mr. Sweeney distributes his written response to Commission's letter of November 3, 1988. He also distributes a F.T.O. Training Program proposal. Steve La Plante and Dennis - Sweeney discuss and respond to questions regarding the proposed programs.

CAPITAL EXPENSE BUDGET: Commissioner Wada moves to approve the Capital Expense Budget as presented by Dennis Sweeney on 12/1/88. The motion is seconded by commissioner Marovich, and carries with 2 abstentions (Cohn and Courtney) and 1 nay (Shonholtz).

Commissioner Wada moves to accept the $10,000 Detention Criteria - Project, the $13,000 Transportation Officer item, the $175,000 Training package and the use of the $250,000 item to cover the costs of Group Home Beds.
Commissioner Kelleher seconds the motion.
Commissioner Laws offers an amendment to seperate the issues in the motion and vote first on the $13,000 and $175,000 items.
Commissioner Kelleher, having seconded the motion, accepts the amendment.
Commissioner Shonholtz moves to table the motion.
The motion to table is seconded by Commisssioner Courtney.
The motion to table carries with 1 nay (Wada).

Commissioner Ladar, Chairperson, schedules a meeting December 15, 1988 at 4 P.M. to resolve the remaining budget issues.

DPC LIAISON: Jane Asselin submits a written report.

NOMINATION COMMITTEE REPORT: Commissioner Courtney, Chairperson of the nomination committee presents the following slate of candidates: Commissioner Cohn for Chairperson, Commissioner Dunckel for Vice - Chairperson, Commissioner Ladar for Secretary, Commissioner Kelleher for Treasurer and Commissioners Escontrias and Shonholtz for Executive Officers, at-large. All candidates are voted into office as nominated.

ADJOURNMENT: The Commission Meeting is adjourned at 6:45 P.M..

SYLVIA B. COURTNEY, SECRETARY

Felton J. Williams, Executive Assistant

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JANUARY 5, 1989 MEETING AGENDA
YOUTH GUIDANCE CENTER CHAPEL - 4 P.M.

IMPORTANT ANNOUNCEMENT: THERE ARE THREE VACANCIES ON THE COMMMISSION. (2 adult and 1 youth under 21) ALL INTERESTED PERSONS SHOULD APPLY BY SENDING A LETTER AND A RESUME TO JUDGE ROY L. WONDER, SUPERVISING - JUDGE OF JUVENILE COURT.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF DECEMBER 1988 MINUTES
4. INDUCTION OF OFFICERS
5. COMMUNICATIONS (folder will be circulated to commissioners)
6. JUDGE'S CORNER - Honorable Roy L. Wonder
7. CHIEF PROBATION OFFICER'S REPORT
   A. Update on Highlights of Juvenile Justice Plan
      Proposed Expenditures of Tidelands funds
   B. Juvenile Hall population "Snapshot"/
   C. Detention Up-Date
   D. Report on R.F.P. for 601's
8. "Children Awaiting Placement Committee" report - Commissioner Jeanette Dunckel.
9. CHAIR'S REPORT: Commissioner Joyce B. Ladar
10. COMMITTEE REPORTS:
    (Written reports due for inclusion in Annual report)
    INSTITUTIONS COMMITTEE Yori Wada
        Kitchen: Commissioner Frank Kelleher
    PROBATION SERVICES COMMITTEE - Commissioner Arla Escontrias
    EDUCATION & SAFETY COMMITTEE - Commissioner Ruth Cowan
    JUVENILE COURT COMMITTEE - Commissioner Frank Kelleher
    LEGISLATIVE COMMITTEE - Commissioner Jeanette Dunckel
    LONG RANGE FUNDING COMMITTEE - Commissioner Beatrice Laws
    ADVISORY - HONORARY COMMITTEE - Commissioner JOyce Ladar
    QUARTERLY NEWSPAPER - Commissioner Steve Cohn
11. LIAISON REPORTS: - Delinquency Prevention Commission
12. OTHER BUSINESS:
    A. Treasurer's Report
    B. Secretary's Report
    C. New Business

13. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION

January 5, 1989

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JUVENILE JUSTICE COMMISSION

February 2, 1989

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MINUTES OF FEBRUARY 2, 1989 COMMISSION MEETING

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CALL TO ORDER: CHAIRMAN STEVE COHN CONVENED THE MEETING AT 4:10 P.M.

COMMISSIONERS PRESENT: STEVE COHN, JOYCE LADAR, BEATRICE LAWS, FRANK KELLEHER, SYLVIA COURTNEY, RAYMOND SHONHOLZ AND RUTH COWAN.

COMMISSIONERS EXCUSED: JEANETTE DUNCKEL, MAGADALYNE GATES, ARLA ESCONTRIAS AND CAMILLE BROUSSARD.

COMMISSIONERS ABSENT: MICHAEL MAROVICH.

YGC STAFF: JUDGE ROY L. WONDER, JUDGE LEONARD LOUIE, DENNIS SWEENEY, NADIA STAFFORD, JOE BERKOWITZ, STEVE LA PLANTE, JUDY HOGAN AND OTHERS.

GUESTS: SEE SIGN-IN BOOK.

APPROVAL OF JANUARY MINUTES: A MOTION TO APPROVE, WITH THE FOLLOWING CORRECTIONS, THE MINUTES OF THE JANUARY 5, 1989 COMMISSION MEETING CARRIES. 1.) CHANGE LISTING OF COMMISSIONER RAYMOND SHONHOLTZ FROM ABSENT TO EXCUSED. 2.) UNDER COMMISSION'S STAFF AND EQUIPMENT PROPOSAL, INDICATE THAT $55,000 IS REQUESTED OUT OF TIDELANDS MONIES TO COVER THE INITIAL COSTS OF THE EXECUTIVE DIRECTOR POSITION.

COMMUNICATIONS: THE CORRESPONDENCE FOLDER IS CIRCULATED TO COMMISSIONERS.

JUDGE'S CORNER: JUDGE WONDER ANNOUNCES THE FIRST ANNUAL EMPLOYEE AWARDS PROGRAM. HE NAMES THE WINNERS OF THE EMPLOYEE AWARDS AS FOLLOWS: CHARLES E. LEWIS, SUPERVISING COUNSELOR OF THE YEAR: HASSAN SHAREEF, COUNSELOR OF THE YEAR, AND TIM BEATTY, PROBATION OFFICER OF THE YEAR. THE FOLLOWING ARE THE COURT SUPPORT EMPLOYEES OF THE YEAR: BUSINESS OFFICE: MAXINE GONZALVES, SCHOOL AND STEVEN ANDERSON, MEDICAL CLINIC. JUDGE WONDER EXPRESSES PLEASURE IN THE PROGRESS OF THE AWARDS PROGRAM AND ENCOURAGES COMMISSIONERS TO RESPOND PROMPTLY TO THEIR INVITATIONS.

CHIEF PROBATION OFFICER'S REPORT: DENNIS SWEENEY ANNOUNCES THE ADDITION OF FOUR NEW PROBATION OFFICERS TO HIS STAFF:

JUBULIE TSUI, MICHAEL FULLER, VINCENT TONG AND DURWOOD SABER.

STATS AND TRENDS IN ADMISSIONS MR. SWEENEY NOTES THAT DETENTION IS CURRENTLY OVER THE RATED CAPACITY, AND EXPLAINS THAT THIS SITUATION IS THE RESULT OF AN UNUSUAL MASS ARREST. HE ADDS THAT HE EXPECTS SIMILAR PROBLEMS FROM TIME TO TIME, AND STATES THAT ON THIS OCCASSION IT HAS BEEN HANDLED EFFECTIVELY.

DETENTION SNAPSHOT EXPLAINED THOSE AWAITING OUT OF HOME PLACEMENT AFTER DISPOSITION REDUCED FROM 20% TO 11%. MR. SWEENEY NOTES, AS VERY IMPORTANT, THE MUMBER OF YOUNGSTERS BEING DETAINED WHILE AWAITING DISPOSITION IS INCREASING. THIS REFLECTS AN INCREASE IN WARRANTS SERVED AND AN INCREASE IN YOUNGSTER REOFFENDING WHILE AWAITING COURT ACTION.

MAYOR'S STUDY GROUP FOR COORDINATED CHILDREN SERVICES THIS GROUP RECENTLY RECOMMENDED THAT THERE SHOULD BE AN ADVISORY GROUP TO THE MAYOR -- WITHOUT DEPARTMENT HEADS. MR. SWEENEY EXPLAINS THAT THIS IS NOT THE POSITION OF THE MAYOR. DEPARTMENT-HEAD REPRESENTATIVES MET WITH THE MAYOR AND VOTED AGAINST THIS RECOMMENDATION. THE MAYOR WILL ACCEPT NOTHING SHORT OF DEPARTMENT HEADS BEING INVOLVED IN THE POLICY MAKING ASPECT. WHEN COMMISSIONS ARE INVOLVED, ATLEAST ONE REPRESENTATIVE SHOULD BE ON THE POLICY MAKING BOARD.

GREENHOUSE AT LOG CABIN RANCH ON RECOMMENDATION OF GLORIA BURCHARD, THE BOARD OF EDUCATION IS TURNING THIS PROJECT OVER TO THE CONSERVATION CORP FOR FUTURE ACTIVITIES WITH JUVENILE PROBATION DEPARTMENT. THE VALUE OF THE GREENHOUSE IS APPROXIMATELY $10,000.

BUDGET OF OFF SHORE MONIES MR. SWEENEY HAS RECEIVED AN EXPRESSION OF CONCERNS REGARDING THE INVOLVEMENT OF THE OMEGA BOYS CLUB WITH PROPOSED PROGRAMS. HE STATES THAT HE FEELS THIS CLUB'S ENVOLVEMENT PRESENTS NO PROBLEMS WITH THE PROPOSED PROGRAMS. HE HAS PREPARED A LETTER FOR THE SPEAKER (WILLIE BROWN) INDICATING HOW THE $2 MILLION IS TO BE SPENT. HE HAS STRESSED THE PROGRAMATIC ASPECTS OF THE BUDGET -- NO DISCUSSION REGARDING THE EXECUTIVE DIRECTOR POSITION. MR. SWEENEY STATES THAT HE FEELS THE BUDGET WILL PASS THE AUDIT.

SUMMARY OF 8-G FUNDS JUDY HOGAN PRESENTS THE BREAKDOWN OF THE $798,943 REMAINING IN THESE FUNDS: CONTINUING PLANNING PROJECT=$225,000; CULTURALLY RELEVANT PROJECT=$244,300; PRE-PLACEMENT PROJECT=$219,500; PEER COUNSELING PROJECT=$35,560; ACCREDITATION PROJECT=$11,400; DETENTION CONTROL=$9,138 AND JUVENILE JUSTICE COMMISSION EXECUTIVE DIRECTOR=$54,000.

MR. SWEENEY AND MS. HOGAN RESPOND TO QUESTIONS FROM COMMISSIONERS, STAFF AND GUEST. MR. SWEENEY ESTIMATES THAT THE GOVERNMENTAL PROCESS SHOULD TAKE 8 WEEKS AND THE ENTIRE PROCESS SHOULD BE COMPLETED BY JUNE 30, 1989.

CITIZEN ADVISORY COMMITTEE AFTER A LENGTHY DISCUSSION REGARDING THE REFERENCE TO AN ADVISIORY COMMITTEE FOR THE PROPOSED PROGRAMS, COMMISSIONER SHONHOLTZ OFFERS THE FOLLOWING STATEMENT AS SUBSTITUTION LANGUAGE: " IT IS THE INTENT OF THE JUVENILE PROBATION DEPARTMENT, AND THE JUVENILE JUSTICE COMMISSION TO HAVE A CITIZENS ADVISORY BODY, THE CREATION OF THAT BODY, ITS DUTIES AND ITS RESPONSIBILITIES AND ITS REPORTING FUNCTION WILL BE DECIDED BY THE JUVENILE PROBATION DEPARTMENT, THE COURT AND THE JUVENILE JUSTICE COMMISSION AT A LATER DATE, BUT BEFORE THE CONTRACTOR LETS THE R.F.P.." WITHOUT OPPOSITION, THE STATEMENT IS ACCEPTED AS SUBSTITUTED LANGUAGE

CHAIRMAN'S REPORT: COMMISSIONER COHN REPORTS THAT THE COMMISSION HAS DISCUSSED WITH JUDGE WONDER THE SELECTION OF AN ADVISORY COMMITTEE; JUVENILE JUSTICE COMMISSION WILL HOLD A WORKSHOP THIS WEEKEND (2/4/89); THE FUTURE DIRECTION OF THE COMMISSION WILL BE DISCUSSED, AND AFTER THE WORKSHOP, THE CHAIR WILL APPOINT CHAIRPERSONS TO COMMITTEES . COMMISSIONER COHN ANNOUNCES THE POSITIONS TO BE FILLED ON THE COMMISSION (2 ADULT AND 1 YOUTH).

D.P.C. LIAISON REPORT NO REPORT.

TREASURER'S REPORT: NO REPORT

SECRETARY'S REPORT: NO REPORT

ADJOURNMENT: THE MEETING IS ADJOURNED AT 6:30 P.M..

JOYCE B. LADAR, SECRETARY

F. J. WILLIAMS, EXECUTIVE ASSISTANT.

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MARCH 2, 1989 MEETING AGENDA
YGC CHAPEL - 4 P.M.

SPECIAL DISCUSSION: Conditions of confinement will be the topic of a special dissussion at this meeting (See number 7 below).

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF FEBRUARY MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER -- Honorable Roy L. Wonder

VI. CHIEF JUVENILE PROBATION OFFICER'S REPORT -- Dennis Sweeney

  A. Update on expenditure of Tidelans Funds.
  B. Juvenile Hall Population Snapshot.
  C. Comments on the Coleman Report.

VII. SPECIAL DISCUSSION: CONDITIONS OF CONFINEMENT:

  A. Juvenile Hall Staff Training.
  B. Grievance Procedure.
  C. Juvenile Hall Activities.

VIII. CHAIRMAN'S REPORT

IX. COMMITTEE REPORTS

X. DPC LIAISON REPORT

XI. OTHER BUSINESS

  A. Treasurer's Report
  B. Secretary's Report
  C. New Business

XII. ADJOURNMENT

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MINUTES OF MARCH 2, 1989 COMMISSION MEETING

CALL TO ORDER: Chairman Steve Cohn convenes the meeting at 4:15 p.m.

COMMISSIONERS PRESENT: Steve Cohn, Jeanette Dunckel, Joyce Ladar, Frank Kelleher, Sylvia Courtney, Ruth Cowan, Arla Escontrias.

COMMISSIONERS EXCUSED: Magdalynne Gates, Raymond Shonholtz, Camille Broussard.

COMMISSIONERS ABSENT: Michael Marovich.

YGC STAFF: Judge Roy Wonder, Carol Yaggy, Dennis Sweeney, Nadia Stafford, Steve La Plante, Joe Berkowitz, Jim Sutro, Joe Spaeth and others.

GUESTS: See sign-in book.

APPROVAL OF FEBRUARY MINUTES: A motion to approve, as written, the minutes of the February Commission meeting carries.

COMMUNICATIONS: The correspondence folder is circulated to Commissioners.

CHAIRMAN'S REPORT: (out of usual order of business) Chairman Cohn gives an update on the filling of vacant Commissioner positions, and states the Commission's primary focus for the year 1989. Juvenile Hall will receive first priority. The Chairman names committee appointments for 1989:

Institutions Committee: Steve Cohn, Chairman; Ruth Cowan, Magdalynne Gates, Frank Kelleher, Beatrice Laws

Probation/Finance Committee: Joyce Ladar, Chairperson; Arla Escontrias

Juvenile Court Committee: Frank Kelleher

Legislative Committee: Jeanette Dunckel

Program Development and Treatment Committee: Sylvia Courtney, Co-Chairperson; Jeanette Dunckel, Co-Chairperson; Joyce Ladar, Raymond Shonholtz, new Commissioner when appointed.

JUDGE'S CORNER: Judge Wonder informs Commission of his February 2 visit to Log Cabin Ranch; he plans to visit the Ranch on a regular basis.

Judge Wonder comments on the budget he is preparing. In due course, he will submit the budget to the Board of Supervisors and will ask Commissioners to appear before the Board at the appropriate time. Included in the budget for the Juvenile Justice Commission is a request for funds for an executive director, a secretary and an ombudsperson.

The Judge informs the Commission of the NFL football players and Mike Pritchard's visit to Juvenile Hall. It was a very rewarding afternoon. The event was videotaped by counselors.

Members of the Queen's Bench treated some of the Juvenile Hall girls to an outing to the Virginia Slims Tournament. The girls expressed good feelings about the outing.

Dependency: A three-year study project is being conducted that will promote a reasonable efforts project for service to families of children in trouble. The Judge and Commissioner Hewlett plan to attend a national workshop in Reno, Nevada, where they will present a progress report on the project.

COLEMAN ADVOCATES' CHILDREN'S BUDGET: Margaret Brodkin highlights Coleman's report. Included in the report is a profile of San Francisco's children. Coleman will do the profile on an annual basis. It was decided a year ago that the bottom line is money, hence, the Children's Budget.

Proposed this year are 30 programs costing $7.6 million that range from outreach programs in the schools to youth employment, to a whole range of youth-oriented police programs, to a continuum of community-based programs for juvenile offenders.

Coleman does not expect total agreement on all the programs, but feels that about 85% of the items in the budget are items on which there is a very broad consensus in the community in terms of priority. The most controversial items have to do with funding sources.

Coleman feels that turning Log Cabin Ranch into a private non-profit organization is a fiscally responsible thing to do; that would free up a substantial amount of money to provide the community-based programs needed.

Other funding ideas include reallocation from gardeners to recreation workers, redeployment of personnel from the Police Department and other ideas. The main idea is to get the City to look at the budget process through the eyes of children.

Ms. Brodkin will furnish additional copies of the Coleman report to the Commission.

Judge Wonder congratulates Coleman Advocates for taking the broad view of the picture.

CHIEF PROBATION OFFICER'S REPORT: Dennis Sweeney states his complaint regarding the lack of balanced reporting related to activity at the Youth Guidance Center.

Mr. Sweeney announces that Supervisor Nancy Walker will hold a meeting on March 14 regarding the utilization of Proposition 86 monies; he plans to participate in this meeting.

According to Mr. Sweeney, the budget has moved from the Mayor's Office to the Board of Supervisors intact. The Mayor's Office suggests the evaluation of programs in the budget to determine if continued funding is warranted.

Juvenile Hall Population Snapshot: On February 21, 1989, when the snapshot was taken, the population was at 145 (considerably over the rated capacity). February 21 was the first court day following a three-day weekend. On that day, 74 youth had been detained. The March 2 count is down to 123.

Chairman Cohn requests a two-day snapshot of detention criteria--Probation Committee to select the dates.

Mr. Sweeney announces the pending addition of persons to his staff and explains their deployment. He adds that he will receive temporary monies for training and for staffing B2 during the evenings.

Negotiations with Local 790: Included among the items of negotiation are a four-day work week and a half-hour lunch period. Management is in favor of the half-hour lunch period, although it will be difficult to manage lunch periods for the counselors in the cottages during all shifts.

Mr. Sweeney compliments Coleman Advocates for its recent report but expresses concern for some portions which contain "innuendos, slurs and slaps" at the Juvenile Probation Department. He cites examples of "distorted and misleading information."

DIRECTOR OF JUVENILE HALL: Steve La Plante distributes copies of a grievance procedure, a training program and a schedule of activities; he comments on each program.

Grievance Procedure: Senior Counselor Charles Lewis has been appointed special investigator to perform the work of a grievance coordinator as described in the grievance procedure. Mr. Sweeney also comments on the grievance procedure.

Training: Juvenile Hall is under the Standards and Training for Corrections Program (STC), which requires 160 hours of initial training and three 8-hour classes per year throughout duration of employment. Mr. La Plante explains a proposed training program, indicating its cost is $100,000.

Mr. La Plante responds to questions regarding the schedule of activities.

DIRECTOR OF LOG CABIN RANCH: Joe Berkowitz responds to questions regarding the training at Log Cabin Ranch.

Chairman Cohn reserves time on the April 6 meeting agenda for discussion of Coleman's Children's Budget.

ADJOURNMENT: The meeting adjourns at 5:30 p.m. Commissioners convene an Executive Session.

JOYCE B. LADAR, SECRETARY

F.J. WILLIAMS, EXECUTIVE ASSISTANT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
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APRIL 6, 1989 MEETING AGENDA
YGC CHAPEL - 4 P.M.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MARCH MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER -- Honorable Roy L. Wonder

VI. CHIEF JUVENILE PROBATION OFFICER'S REPORT -- Dennis Sweeney

A. Update on Expenditure of Tidelands Funds

B. Juvenile Hall Population Snapshot.

C. Risk Criteria Scoring Snapshot

D. Other

VII. SPECIAL DISCUSSION: Coleman Advocates' "Children's Budget Proposal"

VIII. CHAIRMAN'S REPORT

IX. COMMITTEE REPORTS

X. DPC LIAISON REPORT

XI. OTHER BUSINESS

A. Treasurer's Report

B. Secretary's Report

C. New Business

XII. ADJOURNMENT

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MINUTES OF APRIL 6, 1989 COMMISSION MEETING

CALL TO ORDER: CHAIRMAN STEVE COHN CONVENES THE MEETING AT 4:15 P.M..

COMMISSIONERS PRESENT: STEVE COHN, JOYCE LADAR, BEATRICE LAWS, FRANK KELLEHER, SYLVIA COURTNEY, JEANETTE DUNCKEL, ARLA ESCONTRIAS, MAGDALYNE GATES, CAMILE BROUSSARD AND RUTH COWAN.

COMMISSIONERS ABSENT: RAYMOND SHONHOLZ

YGC STAFF: JUDGE ROY L. WONDER, NADIA STAFFORD, JIM SUTRO, JOE BERKOWITZ, STEVE LA PLANTE, JUDY HOGAN, BYRON BRAY AND OTHERS.

GUESTS: SEE SIGN-IN BOOK.

APPROVAL OF MARCH MINUTES: A MOTION TO APPROVE, AS WRITTEN, THE MINUTES OF THE MARCH COMMISSION MEETING CARRIES.

COMMUNICATIONS: THE CORRESPONDENCE FOLDER IS CIRCULATED TO COMMISSIONERS.

CHAIRMAN OFFERS REPRESENTATIVE OF PROBATION OFFICERS ASSOCIATION AN OPPORTUNITY TO ADDRESS THE COMMISSION. SAID OFFER IS DECLINED.

JUDGE'S CORNER: JUDGE WONDER COMMENTS ON THE RESIGNATION OF DENNIS SWEENEY, AND EXPRESSES SATISFACTION THAT MR. SWEENY WILL REMAIN IN THE DEPARTMENT. THE JUDGE REVIEWS THE DIRECTION OF SAN FRANCISCO JUVENILE JUSTICE SYSTEM AND LISTS THE FOLLOWING AS INCOMPLETE OBJECTIVES: (1) TO RECRUIT, AGGRESSIVELY, A REPLACEMENT FOR THE CHIEF JUVENILE PROBATION OFFICER (2) ADDRESS THE CONCERNS RAISED BY THE DEPARTMENT OF JUSTICE AND YOUTH LAW CENTER (PRIMARILY, OVERCROWDING IN JUVENILE HALL) (3) CONTINUE PLANNING FOR A NEW OR RENOVATED YOUTH GUIDANCE CENTER (4) CONTINUE TO EXECUTE THE JEFFERSON PLAN AND (5) "CONTINUE TO DO THE JOB THAT SAN FRANCISCO HAS APPOINTED US TO DO."

INSTITUTION COMMITTEE REPORT:
COMMISSIONER LADAR PRESENTS A SUMMARY OF MARCH INSPECTION REPORTS BY COMMITTEE MEMBERS. ON 7 DIFFERENT DAYS, COMMITTEE MEMBERS INSPECTED THE UNITS OF JUVENILE HALL.

CLEANLINESS: B5 AND G2 WERE RELATIVELY CLEAN AND IN GOOD CONDITION; B1 WAS IN FAIR CONDITION; B3 AND B4 WERE IN EXTREMELY BAD CONDITION (YOUTH IN B3 AND B4 COMPLAINED ABOUT GRAFFITTI AND LACK OF CLEANLINESS. ALL CLEAN-UP HELP WERE DOING A GOOD JOB.

OVERCROWDEDNESS: B5 AND G2 WERE NOT AS INTENSELY OVERCROWDED AS OTHER UNITS. DURING SPRING BREAK, KIDS IN B3 COMPLAINED OF HAVING TO REMAIN IN THEIR ROOMS; B3 AND B4 WERE THE MOST OVERCROWDED; BETWEEN 33 AND 37 BOYS WERE IN B3 DURING EACH INSPECTION; 30 OR MORE BOYS WERE IN B4 DURING EACH VISIT; B1 HAD BETWEEN 25 AND 27 BOYS DURING EACH VISIT.

DISCIPLINE: B3 AND B4 HAD THE LARGEST AMOUNT OF KIDS ON DISCIPLINE AS WELL AS THE MOST OVERCROWDING. DISCIPLINARY RULES WERE POSTED BUT IN LANGUAGE BEYOND THE COMPREHENSION OF THE YOUTHS; YOUTH STATED THAT THEY UNDERSTOOD THE RULES. BECAUSE COUNSELORS EXPLAINED THE RULES TO THEM UPON THEIR FIRST ENTRY INTO THE UNITS.

GRIEVANCE: PROCEDURES WERE POSTED, BUT SINGLE SPACED AND BEYOND THE READING LEVEL OF THE YOUTH; YOUTH APPEARED TO BE AWARE OF THEIR RIGHT TO FILE A GREVIANCE, BUT YOUTH IN B3 AND B4 WERE REQUIRED TO REQUEST A FORM; YOUTH INDICATED THEY HAD NOT REQUESTED A FORM.

CLOTHING: MOST MINORS ARE GIVEN CLEAN SOCKS AND UNDERCLOTHES DAILY, BUT CLEAN CLOTHING IS SCARCE AND OFTEN NOT RECEIVED TIMELY. THEY DID NOT RECEIVE CLEAN OUTER CLOTHES OR SHEETS TWICE A WEEK. THERE IS A CLOTHING AND SHEET SHORTAGE.

ACTIVITIES: NOT MUCH ON THE ACTIVITIES CALENDAR AND, WHEN THERE IS, FREQUENTLY THE ACTIVITIES DON'T OCCUR; YOUTH AND COUNSELORS WANT MORE PROGRAMS.

FOOD SERVICE SEEMED TO BE WORKING. COMPLAINTS ABOUT FOOD ARE NOT AS BAD PREVIOUSLY. COUNSELORS CONCERNS: OPEN B2, LACK OF LEADERSHIP AND LACK OF SUPPORT FROM SUPERVISING COUNSELORS. COUNSELORS ALSO EXPRESSED CONCERN REGARDING STAFF SCHEDULING AND UNTRAINED EMPLOYEES.
MEDICAL- PSYCHIATRIC TREATMENT SEEMED PROMPT. LACK OF FIRE DRILLS ARE A MAJOR CONCERN. CONTROL OF WHAT PARENTS BRING INTO THE DETENTION FACILITY IS ANOTHER CONCERN.

CHAIRMAN SUMMARIZES INCIDENTS OF VIOLENCE IN JUVENILE HALL, AND READS COMMISSION'S STATEMENT OF INTENT REGARDING THE CURRENT PROBLEMS. COMMISSION WILL PREPARE REPORT WHEN INSPECTIONS ARE COMPLETED. LEFTY GORDON, LANRIC HYLAND, HENRY REYNOLDS, HENRY COLLINS PRESENT ORAL STATEMENTS TO THE COMMISSION REGARDING THE "CRISIS" AT JUVENILE HALL. COMMISSIONER LADAR RESPONDS TO STATEMENTS.

COMMISSION VACANCIES

ROTEA GILFORD SPEAKS REGARDING THE RACIAL AND ETHNIC COMPOSITION AND THE RESPONSIVENESS OF THE COMMISSION.

HENRY COLLINS IS CALLED FORTH BY JUDGE WONDER, AND SWORN IN AS A JUVENILE JUSTICE COMMISSIONER.

COMMISSIONERS COURTNEY, ESCONTRIAS AND GATES SPEAK IN RESPONSE TO STATEMENTS OF PREVIOUS SPEAKERS CONCERNING THE RACIAL AND ETHNIC COMPOSITION OF THE COMMISSION.

CHILDREN'S BUDGET DISCUSSION

PETER BULL OF COLEMAN ADVOCATES INTRODUCES MICHAEL RICE WHO DISCUSSES THE FOCUS OF THE CHILDREN'S BUDGET. THE COMMISSION IS URGED TO SUPPORT THE RESOLUTION REGARDING THE CHILDREN'S BUDGET BEFORE THE BOARD OF SUPERVISORS, AND FOCUS ON THE BUDGET AS A WHOLE AND THE PREVENTION ORIENTATION OF THE BUDGET. CONCERN IS EXPRESSED OVER THE CHILDREN'S BUDGET RECOMMENDATION FOR PRIVATIZATION OF LOG CABIN RANCH. PETER BULL EXPLAINS THAT PRIVATIZATION IS RECOMMENDED IN ORDER TO OBTAIN DSS FUNDING FOR YOUTH IN THE LOG CABIN RANCH. CONSIDERABLE SUPPORT IS VOICED FOR LCR PROGRAM, AND RELUCTANCE TO DISTURB A GOOD PROGRAM AND STAFF.

RESOLUTION:

"COMMISSIONER LAWS MOVES THE ADOPTION OF THE FOLLOWING RESOLUTION: JUVENILE JUSTICE COMMISSIONERS ARE SORRY TO HEAR OF DENNIS SWEENEY'S RESIGNATION, AND WANT TO THANK HIM FOR HIS EFFORTS TO HELP DELINQUENT YOUTH DURING HIS TIME AS CHIEF JUVENILE PROBATION OFFICER.

MR. SWEENEY IS EXTREMELY KNOWLEDGEABLE AND HAS ENTHUSIASM AND ENERGY WHICH THIS DEPARTMENT NEEDS. MR. SWEENEY INHERITED AN OPERATION WHICH WAS IN DISARRAY, AND HE HAS NEVER BEEN GIVEN THE RESOURCES TO MAKE THE REFORMS WHICH HE HOPED TO MAKE. ONE OF HIS MAIN ACCOMPLISHMENTS HAS BEEN DEVELOPING COOPERATION AMONG THE VARIOUS CITY DEPARTMENTS THAT PROVIDE SERVICES AT THE YOUTH GUIDANCE CENTER."

THE RESOLUTION IS ADOPTED BY UNANIMOUS VOTE.

A MOTION TO APPROVE A WRITTEN RESPONSE TO A LETTER OF INTERROGATORIES FROM THE BOARD OF SUPERVISORS CARRIES UNANAMOUSLY.

DPC LIAISON REPORT: JANE ASSELIN SUBMITS A WRITTEN REPORT.

COMMITTEE REPORTS

COMMISSIONER LAWS GIVES UPDATE ON THE PROGRESS OF THE REQUEST FOR AN OMBUDSPERSON/EXECUTIVE DIRECTOR FOR THE JUVENILE JUSTICE COMMISSION.

COMMISSIONER LADAR ANNOUNCES A SERIES OF MEETINGS OF THE INSTITUTIONS COMMITTEE (EACH THURSDAY), AND INVITES GROUPS OR INDIVIDUAL TO SEEK A MEETING WITH THE COMMITTEE.

TREASURER´S REPORT

COMMISSIONER KELLEHER REPORTS THAT THE TREASURY CONTAINS $500.

MOTION TO AUTHORIZE COMMISSIONER LAWS TO EXPEND UP TO $500 ON GIFTS FOR PRESENTATION TO RETIRED COMMISSIONERS AT THE MAY 12 RECEPTION CARRIES UNANIMOUSLY.

ADJOURNMENT

THE MEETING IS ADJOURNED AT 6:10 P.M..

JOYCE B. LADAR, SECRETARY

F. J. WILLIAMS, EXECUTIVE ASSISTANT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA. 94127

MEETING AGENDA

MAY 4, 1989 4 P.M. YGC CHAPEL

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF APRIL MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER -- HONORABLE LENARD LOUIE

VI. CHIEF JUVENILE PROBATION OFFICER'S REPORT -- DENNIS SWEENEY

- A. UPDATE ON EXPENDITURE OF TIDELANDS FUNDS
- B. JUVENILE HALL POPULATION SNAPSHOT
- C. RISK CRITERIA SCORING SNAPSHOT
- D. OTHER

VIII. CHAIRMAN'S REPORT

- A. SELECTION PROCESS FOR CHIEF PROBATION OFFICER
- B. PROPOSED CHARTER ADMENDMENT FOR REORGANIZATION OF PROBATION DEPARTMENTS.

IX. COMMITTEE REPORTS

- A. COMMUNITY PROGRAMING COMMITTEE -- Progress on developing a community advisory committee.
- B. SUB-COMMITTEE ON CONDITIONS AT JUVENILE HALL -- Progress on investigation of conditions at Juvenile Hall.

X. DPC LIAISON REPORT

XI. OTHER BUSINESS

- A. TREASURER'S REPORT
- B. SECRETARY'S REPORT
- C. NEW BUSINESS

XII. ADJOURNMENT

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MINUTES OF MAY 4, 1989 COMMISSION MEETING

CALL TO ORDER: CHAIRMAN STEVE COHN CONVENES THE MEETING AT 4:10 P.M..

COMMISSIONERS PRESENT: STEVE COHN, JOYCE LADAR, FRANK KELLEHER, RUTH COWAN, ARLA ESCONTRIAS, BEATRICE LAWS, HENRY COLLINS; STEPHANIE MISCHAK AND JAMES LOYCE.

COMMISSIONERS EXCUSED: JEANETTE DUNCKEL, CAMILE BROUSSARD, SYLVIA COURTNEY AND RAYMOND SHONHOLTZ.

YGC STAFF: JUDGE LENARD LOUIE, ANTONE CINCOTTA, DENNIS SWEENEY, JIM SUTRO, JOE BERKOWITZ, STEVE LA PLANTE, JUDY HOGAN, AND OTHERS.

GUESTS: SEE SIGN-IN BOOK.

APPROVAL OF APRIL MINUTES:
MINUTES ARE CORRECTED ON PAGE 4 UNDER "COMMITTEE REPORTS". "OMBUDSPERSON/EXECUTIVE DIRECTOR" IS SUBSTITUTED WITH THE WORD "COORDINATOR". A MOTION TO APPROVE, AS CORRECTED, THE MINUTES OF THE APRIL COMMISSION MEETING CARRIES.

STEPHANIE MISCHAK AND JAMES LOYCE ARE CALLED FORTH BY JUDGE LENARD LOUIE AND SWORN IN AS JUVENILE JUSTICE COMMISSIONERS.

COMMUNICATIONS: THE CORRESPONDENCE FOLDER IS CIRCULATED TO COMMISSIONERS.

CHIEF PROBATION OFFICER'S REPORT:
JUDY HOGAN REPORTS THAT THE 8-G MONIES ARE BEFORE THE CITY ATTORNEY BECAUSE OF QUESTIONS ON DETAILS RAISED BY THE CONTROLLER. MISS HOGAN DISCUSSES THE JUVENILE DETENTION SNAPSHOT AND THE RISK CRITERIA; SHE RESPONDS TO QUESTIONS REGARDING GROUP HOME PLACEMENT, ETC.

JUDGE'S CORNER:
JUDGE LOUIE REPORTS ON THE SELECTION PROCCESS FOR CHIEF JUVENILE PROBATION OFFICER. JUDGE LOUIE STRESSES THE DESIRE FOR INPUT REGARDING JOB DESCRIPTION AND THE PERSONS TO BE CONSIDERED FOR THE POSITION.

A SEARCH DIRECTOR (HEAD HUNTER), RECOMMENDED BY THE YOUTH LAW CENTER, WAS RETAINED IN APRIL. THIS ACTION WAS TAKEN BY A COMMITTEE CONSISTING OF THE PRESIDING JUDGE OF THE SUPERIOR COURT, THE SUPERVISING JUDGE OF THE JUVENILE COURT AND 2 REPRESENTATIVES OF THE MAYOR'S OFFICE.* UPON COMPLETION OF INTERVIEWS, THE HEAD HUNTER WILL PRODUCE THE JOB DESCRIPTION.

AN ADVISORY COMMITTEE WILL BE APPOINTED TO WORK CLOSELY WITH THE HEAD HUNTER. ON MAY 24 OR 25, AN ANNOUNCMENT FOR THE CHIEF JUVENILE PROBATION OFFICER POSITION WILL BE RELEASED.

*CHAIRMAN EXPLAINS THAT, DENNIS AFTERGUT, CHIEF DEPUTY CITY ATTORNEY, SALLY KIPPER AND GAYLE ORR-SMITH OF THE MAYOR'S OFFICE AND JUDGE WONDER MADE THE DECISIONS AS TO WHO WERE INTERVIEWED BY THE HEAD HUNTER, TED FORD WEBB.

COMMISSIONER COLLINS EXPRESSES CONCERN THAT THE ADVISORY COMMITTEE IS TO BE APPOINTED TO ACT AFTER MAJOR DECISIONS HAVE BEEN MADE AND PLACED INTO ACTION.
COMMISSIONER LADAR EXPRESSES CONCERN THAT THE JUVENILE JUSTICE COMMISSION WAS NOT CONTACTED PRIOR TO DECISIONS ON THIS SEARCH PROCESS, SINCE 3 COMMISSIONERS HAD SERVED THE COURT AS THE SCREENING COMMITTEE FOR THE LAST CHIEF JUVENILE PROBATION OFFICER SEARCH.
ROTEA GILFORD ARGUES THAT THE SEARCH PROCESS IS FLAWED; IT SHOULD BE REVERSED AND BEGUN ANEW. HE ALSO SUGGESTS THE PROBABILITY OF LOCAL LEGISLATION THAT WOULD VITIATE THE CURRENT SELECTION PROCESS.

LETTER TO THE COURT
AETER CONSIDERABLE DISCUSSION, AND BY BOARD CONSENSUS, THE CHAIRMAN DIRECTS THAT A LETTER OF QUESTIONS WITH A STATEMENT ABOUT THE DESIRABILITY OF COMMISSION AND COMMUNITY INPUT, REGARDING THE CURRENT SELECTION PROCESS, BE SENT TO THE COURT.

CHAIRMAN'S REPORT

PROPOSED CHARTER ADMENDMENT
CHAIRMAN REPORTS ON THE MEETING CALLED BY SUPERVISOR NANCY WALKER TO DRAFT A CHARTER AMENDMENT THAT WOULD CONSOLIDATE THE TWO PROBATION DEPARTMENTS AND TRANSFER THE MANAGEMENT OF THE PROBATION DEPARTMENT FROM THE COURT TO THE MAYOR'S OFFICE. THE COURT IS OPPOSED TO CONSOLIDATION. WITH THE COURT'S VETO POWER OVER THE CONSOLIDATION ISSUE, THE ISSUE DOES NOT APPEAR VIABLE.

AS TO THE MANAGEMENT ISSUE, TWO MODELS WERE PROPOSED. (1) THE APPOINTMENT OF THE JUVENILE JUSTICE COMMISSION WOULD REMAIN WITH THE COURT, AND THE APPOINTMENT OF A JUVENILE PROBATION COMMISSION WOULD RESIDE IN THE OFFICE OF THE MAYOR. THE JUVENILE PROBATION COMMISSION APPOINTS THE CHIEF JUVENILE PROBATION OFFICER.

(2) THE APPOINTMENT OF THE JUVENILE JUSTICE COMMISSION WOULD REMAIN WITH THE COURT. NOMINEES WOULD COME FROM THE MAYOR. THE JUVENILE JUSTICE COMMISSION WOULD HAVE A SUBCOMMITTEE TO DEAL WITH POLICY MATTERS. THE CHAIR DISCUSSES THE PROS AND CONS OF EACH MODEL. OTHER COMMISSIONERS GAVE DIFFERENT INTERPRETATIONS OF DISCUSSIONS AT THE NANCY WALKER MEETING.

JEFFERSON REPORT, THE PREVIOUSLY UNDISCLOSED IMPLEMENTATION PLAN, (8/27/87). CHAIRMAN BRIEFLY DESCRIBES THIS PLAN, WHICH HAD JUST BEEN GIVEN TO THE COMMISSION BY THE CHIEF JUVENILE PROBATION OFFICER, AND DIRECTS ITS CIRCULATION TO COMMISSIONERS.
THE CHAIRMAN GIVES UPDATE ON THE PLANS FOR A COMMUNITY ADVISORY COMMITTEE; HE READS A STATEMENT REGARDING ITS PURPOSE AND COMPOSITION, AND INVITES INPUT.

SUB COMMITTEE ON CONDITIONS AT JUVENILE HALL

CHAIRPERSON LADAR REPORTS THE PROGRESS OF THIS COMMITTEE. 23 INTERVIEWS CONDUCTED, AND THE 1ST DRAFT IS ALMOST COMPLETE. IT WILL BE CIRCULATED TO THE COMMISSION FOR A SECOND DRAFT. COMMISSIONERS LADAR AND COWAN EXPRESS THANKS TO THOSE PERSONS AND GROUPS THAT PARTICIPATED IN THE INTERVIEW PROCESS.

DPC LIAISON REPORT: JANE ASSELIN SUBMITS A WRITTEN REPORT.

TREASURER'S REPORT

COMMISSIONER KELLEHER REPORTS THAT THE TREASURY CONTAINS $580.05

NEW BUSINESS

COMMISSIONERS COWAN AND LADAR EXPRESS DISMAY OVER THE CONTINUING DISCUSSIONS IN THE COMMUNITY BY COLEMAN ADVOCATES THAT ONE OF THE MAJOR WAYS TO FINANCE THEIR PROPOSED CITY WIDE BUDGET FOR CHILDREN AND YOUTH IS TO CLOSE THE PROBATION DEPARTMENT'S OPERATION OF LOG CABIN RANCH AND CONTRACT THE PROGRAM OUT. THIS WOULD ALLOW LCR YOUTH TO QUALIFY FOR DSS FUNDS.

COMMISSIONER LADAR MOVES AND COMMISSIONER KELLEHER SECONDS THE FOLLOWING MOTION: "THE JUVENILE JUSTICE COMMISSION FULLY SUPPORTS THE LOG CABIN RANCH PROGRAM AND ITS CONTINUATION AS A PUBLIC INSTITUTION. UNTIL THERE IS A COMPLETE STUDY OF THIS SUBJECT, WE OPPOSE THE ENDORSEMENT OF ANY PLAN FOR A CHILDREN'S BUDGET THAT INCLUDES THE CONCEPT OF THE PRIVATIZATION OF LOG CABIN RANCH." THE MOTION CARRIES UNANIMOUSLY.

ANNOUNCEMENTS

COMMISSIONERS MISCHAK AND COWAN STATE SEPARATE ANNOUNCEMENTS.

ADJOURNMENT

THE MEETING IS ADJOURNED AT 6:30 P.M..

JOYCE B. LADAR, SECRETARY,

F. J. WILLIAMS, EXECUTIVE ASSISTANT

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[NOTE: THE REPORT OF THE SUBCOMMITTEE ON CONDITIONS AT JUVENILE HALL WILL BE RELEASED ON JUNE 1, 1989]

JUVENILE JUSTICE COMMISSION
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MEETING AGENDA

JUNE 1, 1989 4 P.M. YGC CHAPEL

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MAY MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER -- HONORABLE ROY L. WONDER

VI. CHIEF JUVENILE PROBATION OFFICER'S REPORT -- DENNIS SWEENEY

  A. UPDATE ON EXPENDITURE OF TIDELANDS FUNDS
  B. JUVENILE HALL POPULATION SNAPSHOT
  C. OTHER

VII. CHAIRMAN'S REPORT
REPORT ON CONFIRMATION OF CHIEF JUVENILE PROBATION OFFICER APPOINTMENTS BY JUVENILE JUSTICE COMMISSION PER CITY CHARTER.

VIII. COMMITTEE REPORTS
  A. COMMUNITY PROGRAMING COMMITTEE -- PROGRESS ON DEVELOPING A COMMUNITY ADVISORY COMMITTEE.
  B. SUB-COMMITTEE ON CONDITIONS AT JUVENILE HALL -- RELEASE OF COMMITTEE'S REPORT.
  C. REPORT FROM SPECIAL COMMITTEE ON JUVENILE -- JUSTICE COMMISSION COORDINATOR

IX. DPC LIAISON REPORT

X. OTHER BUSINESS

  A. TREASURER'S REPORT
  B. SECRETARY'S REPORT
  C. NEW BUSINESS

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MINUTES OF JUNE 1, 1989 COMMISSION MEETING

CALL TO ORDER: CHAIRMAN STEVE COHN CONVENES THE MEETING AT 4:15 P.M..

COMMISSIONERS PRESENT: STEVE COHN, JOYCE LADAR, JEANETTE DUNCKEL, FRANK KELLEHER, SYLVIA COURTNEY, RUTH COWAN, ARLA ESCONTRIAS, BEATRICE LAWS, HENRY COLLINS, JR, RAYMOND SHONHOLTZ, STEPHANIE MISCHAK AND JAMES LOYCE.

COMMISSIONERS EXCUSED: CAMILLE BROUSSARD.

COMMISSIONERS ABSENT: MAGDALYNE GATES.

YGC : JUDGE ROY L. WONDER, COMMISSIONER EVERETT HEWLETT, DENNIS SWEENEY, NADIA STAFFORD, JIM SUTRO, JOE BERKOWITZ, STEVE LA PLANTE, JUDY HOGAN, AND OTHERS.

GUESTS: SEE SIGN-IN BOOK.

APPROVAL OF MAY MINUTES:
A MOTION TO APPROVE, AS WRITTEN, THE MINUTES OF THE MAY COMMISSION MEETING CARRIES

COMMUNICATIONS: THE CORRESPONDENCE FOLDER IS CIRCULATED TO COMMISSIONERS.

JUDGE'S CORNER:

SEARCH FOR NEW CHIEF JUVENILE PROBATION OFFICER
THE JUDGE STATES THAT LEFTY GORDON AND ROTEA GILFORD CONTACTED HIM REGARDING A SEARCH PERSON FOR CHIEF JUVENILE PROBATION OFFICER. HE HAS REQUESTED AN OPINION FROM THE CITY ATTORNEY AND EXPECTS IT BY 6 P.M. TODAY. HE PLANS TO MEET WITH MR. GORDON AND MR. GILFORD ON JUNE 7 .

REGARDING COMMISSION REPORT ON CONDITIONS AT JUVENILE HALL
JUDGE WONDER EXPRESSES APPRECIATION TO THE COMMISSION FOR THE THOROUGH INVESTIGATION AND EXCELLENT REPORT. COMMITTEE CHAIRPERSON LADAR RECEIVES APPLAUSE FOR HAVING INVESTED 245 HOURS OF COMMISSION WORK DURING MAY.

COMMISSIONERS LADAR AND SHONHOLZ EXPRESS CONCERN THAT THE OVERCROWDING CREATES AN UNHEALTHY AND UNSAFE ENVIRONMENT FOR DETAINED YOUTH AND SUGGEST IMMEDIATE REDUCTION OF THE POPULATTION TO CONFORM TO ALLOWABLE C.Y.A. MAXIMUM.

REDUCTION OF DETENTION POPULATION AT JUVENILE HALL
JUDGE WONDER STATES THAT COLEMAN ADVOCATES HAS SUGGESTED THE IMMEDIATE RELEASE OF SOME DETAINED YOUTH TO REDUCE THE POPULATION AT JUVENILE HALL. THE JUDGE HAS ASKED THE PROBATION DEPARTMENT FOR AN ANALYSIS OF THE AMOUNT OF YOUTH THAT COULD BE RELEASED UNDER THIS PROCEDURE, AND HE EXPECTS AN ANSWER WITHIN A DAY OR SO. HE DISCUSSES ALTERNATIVES TO REDUCE POPULATION, AND STATES THAT HE HAS ASKED FOR A MEETING WITH THE MAYOR'S STAFF.

JUDGE WONDER INDICATES THE NEED TO REDUCE THE POPULATION BELOW MINIMUM STANDARD IN ORDER TO HANDLE NEW DETENTIONS. HE STATES HIS OPINION THAT IT'S UNACCEPTABLE TO THE COMMUNITY TO RELEASE THE YOUTH WITHOUT SUPERVISION, WHICH REQUIRES MORE PERSONNEL, WHICH REQUIRES MORE MONEY.

COMMISSIONERS COLLINS, LOYCE **AND** LAWS PRESENT STATEMENTS REGARDING THE APPROPIATENESS OF COMMISSIONER'S PARTICIPATION IN THIS PROCESS. **CHAIRMAN COHN** ANNOUNCES THAT HE WILL APPOINT A DETENTION ADVISORY COMMITTEE TO WORK WITH THE COURT AND ON THE ISSUE OF RELEASE. HE APPOINTS COMMISSIONERS LOYCE (CHAIRMAN), KELLEHER, SHONHOLZ, ESCONTRIAS, LADAR AND COLLINS.

ROTEA GILFORD URGES THAT YOUTH NOT BE RELEASED TO THE COMMUNITY WITHOUT PLANNED SUPERVISION; HE STATES THAT HE AND OTHERS ARE WILLING TO WORK WITH STAFF TO DEVISE A PLAN FOR ONE-ON-ONE SUPERVISION FOR AFRO-AMERICAN YOUTH. HE ALSO STATES A WILLINGNESS TO HELP FIND PLACEMENT.
LEFTY GORDON EXPRESSES A DESIRE FOR A TIME FRAME AND A HOPE FOR A PLAN WITHIN 3 WEEKS.

CHIEF PROBATION OFFICER'S REPORT:
MR. SWEENEY COMPLEMENTS THE COMMISSION FOR ITS REPORT, AND POINTS TO A STATEMENT ON PAGE 34 THAT STATES: "THE S.F. JUVENILE HALL HAS NOT BEEN IN COMPLIANCE WITH THE MINIMUM STANDARDS FOR JUVENILE HALLS SINCE THE ADOPTION OF THE STANDARDS BY THE CALIFORNIA YOUTH AUTHORITY IN 1979." HE LABLES THIS STATEMENT A DISCREPANCY AND A DISSERVICE TO STAFF.

POPULATION SNAPSHOT: MR. SWEENEY EXPLAINS A SNAPSHOT THAT WAS TAKEN MAY 23, 1989.

RISK CRITERIA: JUDY HOGAN COMMENTS BRIEFLY ON RISK CRITERIA.

CHAIRMAN'S REPORT
CHAIRMAM COHN DISCUSSES SECTION 4.105 OF THE CITY CHARTER (PROBATION BOARDS). CJPO APPOINTMENT OF DEPUTIES, ASSISTANTS

AND EMPLOYEES ARE SUBJECT TO CONFIRMATION OF JUVENILE PROBATION BOARD OR COMMITTEE CREATED BY STATE LAW. THIS SECTION INDICATES TO THE COMMISSION THAT THE COMMISSION IS REQUIRED TO CONFIRM ALL APPOINTMENTS MADE BY THE CHIEF PROBATION OFFICER. APPOINTMENT MADE WITHOUT CONFIRMATION ARE VOID OR INCHOATE. COMMISSION HAS DISCUSSED THIS ISSUE WITH THE CITY ATTORNEY. COMMISSION HAS NOT DECIDED HOW TO PROCEED ON CONFIRMATIONS, BUT WILL ADHERE TO THE ADVICE OF THE CITY ATTORNEY.

COMMITTEE REPORTS

COMMUNITY PROGRAMING COMMITTEE IS WORKING ON DEVELOPING A COMMUNITY ADVISORY COMMITTEE. COMMISSIONER COURTNEY REPORTS THAT BECAUSE OF EFFORTS IN FINALIZING COMMISSION'S REPORT ON CONDITIONS AT JUVENILE HALL, THE WORK OF THIS COMMITTEE HAS TAKEN A BACK SEAT. COMMITTEE HAS CONTACTED COMMUNITY LEADERS AND YOUTH ADVOCATES. HOPEFULLY, THE COMMITTEE WILL HAVE SOME OF THE APPOINTMENTS BY NEXT MEETING.

WILLIAM GREER OF CA. YOUTH AUTHORITY, EXPLAINS THE 60 DAY NOTICE PROCESS AND RESPONDS TO QUESTIONS. HE EXPLAINS THAT HE WILL BE ATTENDING MEETINGS HERE ON A MUCH MORE REGULAR BASIS THAN PREVIOUSLY.

COMMITTEE ON CONDITIONS AT JUVENILE HALL
CHAIRMAN COHN ANNOUNCES THAT COMMISSIONER LADAR HAS CONTRIBUTED 245 HOURS DURING THE MONTH OF MAY, AND PRESENTS HER WITH FLOWERS FROM THE COMMISSION.
COMMITTEE CHAIRPERSON LADAR EXPRESSES APPRECIATION FOR THE INPUT THAT THE COMMITTEE RECEIVED DURING THE INVESTIGATION, AND AND COMMENTS, BRIEFLY, ON THE REPORT.

COMMISSIONER COWAN STATES THAT SHE IS FULLY BEHIND THE REPORT, AND PRESENTS HER PERSONAL STATEMENT: "AS A MEMBER OF THE JUVENILE JUSTICE COMMISSION'S INSTITUTIONS COMMITTEE, I PARTICIPATED FULLY IN THE COMMISSION'S INVESTIGATION. I JOIN IN THE FOREGOING REPORT BECAUSE IT RELATES AN ALARMING SITUATION WHICH NEEDS TO BE REPORTED. THIS SUPPLEMENTAL REPORT IS PROVIDED TO PROTEST THE FAILURE, AS I PERCEIVE IT, OF THE REPORT ITSELF TO ACKNOWLEDGE THE CLEAR CONCLUSION WHICH RESULTS FROM THE INVESTIGATION.

'THE JUVENILE PROBATION DEPARTMENT IN GENERAL, AND JUVENILE HALL IN PARTICULAR, LACK EFFECTIVE LEADERSHIP AND LACK MANAGEMENT STRENGTH AT ALL LEVELS IN THE HIERARCHY. EXPERIENCE TEACHES THAT EFFECTIVE LEADERSHIP AND STRONG MANAGEMENT AT ALL LEVELS IS ESSENTIAL TO A WELL RUN PROGRAM OR TO CONSTRUCTIVE CHANGE. CONSTRUCTIVE CHANGE MUST START WITH EFFECTIVE LEADERSHIP WHICH IS PRESENTLY LACKING. NO EXPLANATION OR EXCUSE CAN BE THOUGHT SUFFICIENT.

'THESE COMMENTS ARE NOT INTENDED TO REFLECT UPON THE EFFECTIVE PROGRAM AND LEADERSHIP AT LOG CABIN RANCH."

MOTION: IT IS MOVED BY COMMISSIONER LADAR AND SECONDED BY COMMISSIONER KELLEHER THAT THE REPORT ON CONDITIONS IN JUVENILE HALL BE ACCEPTED. THE MOTION CARRIES UNANIMOUSLY.

DPC LIAISON REPORT:
JANE ASSELIN READS AND SUBMITS A WRITTEN REPORT.

COMMISSIONER LAWS GIVES UPDATE ON THE COMMISSION'S EFFORT TO SECURE A COORDINATOR.

TREASURER'S REPORT
COMMISSIONER KELLEHER REPORTS A BALANCE OF $89 IN THE TREASURY AS OF JUNE 1, 1989.

JIM SUTRO DISCUSSES CAPITAL IMPROVEMENT UNDER THE TIDELANDS MONIES.

JUDY HOGAN REPORTS ON THE NCCD CONTRACT.

SECRETARY'S REPORT
COMMISSIONER LADAR ESTIMATES APPROXIMATELY 500 HOURS OF COMMISSION WORK PERFORMED DURING THE MONTH OF MAY (THE EXACT HOURS OF 2 COMMISSIONERS UNREPORTED).

MOTION: A MOTION TO SEND A LETTER OF THANKS TO SUPERVISOR HALLINAN AND TO THE VOLUNTEERS FOR THE $750 PLUS $750 MATCHING FUND TO PURCHASE COTTAGE FURNITURE CARRIES UNANIMOUSLY.

MOTION: A MOTION TO SEND LETTERS OF THANKS TO MICHAEL GOPAUL AND FRIEND FOR BRINGING HEAVYWEIGHT BOXING CHAMPION MOHAMMAD ALI TO JUVENILE HALL, AND TO SEND A LETTER OF THANKS TO MOHAMMAD ALI FOR VISITING JUVENILE HALL CARRIES UNANIMOUSLY.

MARGARET BRODKIN OF COLEMAN ADVOCATES EXPRESSES CONCERNS REGARDING THE RESPONSE TO HER LETTER ABOUT THE OVERCROWDING AT JUVENILE HALL.

LANRIC HYLAND STATES HIS OBJECTION TO CERTAIN STATEMENTS CONTAINED IN THE COMMISSIONS REPORT ON CONDITIONS AT JUVENILE HALL.

ADJOURNMENT
THE MEETING IS ADJOURNED AT 6:30 P.M..

JOYCE B. LADAR, SECRETARY

F. J. WILLIAMS, EXECUTIVE ASSISTANT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

MEETING AGENDA

JULY 6, 1989 4 P.M. YGC CHAPEL

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF JUNE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER -- HONORABLE LENARD LOUIE

VI. CHIEF JUVENILE PROBATION OFFICER'S REPORT -- DENNIS SWEENEY

  A. RESPONSE TO JUVENILE JUSTICE COMMISSION INVESTIGATION REPORT
  B. JUVENILE HALL POPULATION SNAPSHOT
  C. OTHER

VII. CHAIRMAN'S REPORT

VIII. COMMITTEE REPORTS

  A. INSTITUTION COMMITTEE
  B. PROBATION COMMITTEE
  C. COMMUNITY PROGRAMMING COMMITTEE
  D. SPECIAL COMMITTEE ON COMMISSION COORDINATOR
  E. SPECIAL COMMITTEE ON DETENTION CRITERIA

IX. DPC LIAISON REPORT

X. OTHER BUSINESS

  A. TREASURER'S REPORT
  B. SECRETARY'S REPORT
  C. NEW BUSINESS

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MINUTES OF JULY ~~7~~ 6?, 1989 COMMISSION MEETING

CALL TO ORDER: VICE CHAIRPERSON JEANETTE DUNCKEL CONVENES THE MEETING AT 4 P.M..

COMMISSIONERS PRESENT: JOYCE LADAR, JEANETTE DUNCKEL, RUTH COWAN, ARLA ESCONTRIAS, CAMILLE BROUSSARD, BEATRICE LAWS, RAYMOND SHONHOLTZ, STEPHANIE MISCHAK, JAMES LOYCE AND MAGDALYNE GATES.

COMMISSIONERS EXCUSED: STEVE COHN, FRANK KELLEHER, HENRY COLLINS, JR. AND SYLVIA COURTNEY.

YGC : JUDGE DOUGLAS MUNSON, DENNIS SWEENEY, NADIA STAFFORD, JIM SUTRO, JOE BERKOWITZ, STEVE LA PLANTE, JUDY HOGAN, AND OTHERS.

GUESTS: SEE SIGN-IN BOOK.

APPROVAL OF JUNE MINUTES:
A MOTION TO APPROVE, AS WRITTEN, THE MINUTES OF THE JUNE COMMISSION MEETING CARRIES UNANIMOUSLY.

COMMUNICATIONS: THE CORRESPONDENCE FOLDER IS CIRCULATED TO COMMISSIONERS.

SPECIAL PRESENTATIONS:
COMMISSIONER LAWS PRESENTS A GIFT TO FORMER COMMISSIONER YORI WADA AND FORMER STAFF-SECRETARY DOLORES DUPIGNAC. DUE TO AN EXTENSION OF THE BYLAWS, YORI WADA SERVED THE COMMISSION 13 YEARS; HE WAS ALSO A REGENT OF THE UNIVERSITY OF CALIFORNIA. MRS. DUPIGNAC CAME TO THE COMMISSION AS A STAFF SECRETARY ON LOAN FROM THE PROBATION DEPARTMENT. SHE SERVED THE COMMISSION FOR 4 1/2 YEARS BEFORE RETIRING JUNE 30, 1989. SHE WILL SERVE THE COMMISSION AS A VOLUNTEER SECRETARY ONE DAY EACH WEEK.

COMMISSIONER LADAR PRESENTS AWARD TO FORMER COMMISSIONER ROBERT FIGONE WHO SPENT 12 YEARS ON THE JUVENILE JUSTICE COMMISSION. MR. FIGONE EXPRESSES THANKS TO COMMISSION, STAFF AND COMMUNITY REPRESENTATIVES. HE EXPRESSES REGRETS THAT THE NEWSPAPERS REPORT AS THEY DO.

PAGE TWO (2)

JUDGE DOUGLAS MUNSON IS INTRODUCED. HE ANNOUNCES HIS SHORT LEAVE UNTIL JULY 24TH.

CHIEF PROBATION OFFICER'S REPORT:

I. RESPONSE TO JUVENILE JUSTICE COMMISSION REPORT ON CONDITIONS AT JUVENILE HALL. JUVENILE HALL DIRECTOR, STEVE LA PLANTE, RESPONDS TO THE CONCERNS RAISED IN CHAIRMAN STEVE COHN'S LETTER TO CJPO SWEENEY DATED JUNE 21, 1989.

* POLICY AND PROCEDURES: FUNDING FOR THE ACCREDITATION PROCESS HAS NOT BREEN APPROVED BY THE MAYOR'S OFFICE, BUT ALL MANUALS HAVE BEEN SUPPLEMENTED WITH POLICIES AND PROCEDURES AND THERE IS A COMPLETE SET. ALL PERMANENT STAFF HAVE MANUALS AND NEW PROCEDURES ARE EXPLAINED TO EMPLOYEES.

*DISCIPLINE PROCEDURE: WITH MINOR REVISIONS, PENDING A COMPLETE RE-DRAFT, THE JANUARY, 1988 PROCEDURES ARE STILL IN EFFECT.

*GRIEVANCE PROCEDURE: IS STILL IN DRAFT FORM -- TO BE FINALIZED AFTER DIRECTOR CONFERS WITH COMMISSION REGARDING THE ROLE OF THE COMMISSION'S NEW OMBUDSPERSON WHEN HIRED.

*STAFF EVALUATIONS: CURRENTLY, SENIORS AND SUPERVISING COUNSELORS ARE EVALUATING LINE EMPLOYEES AND DIRECTOR IS EVALUATING SUPERVISORS.

*POLICY REGARDING ESCAPES: THERE WERE 2 ESCAPES DURING THE LAST MONTH; ONE IS STILL UNDER INVESTIGATION. IT APPEARS STAFF NEGLIGENCE IS NOT INVOLVED.

*POPULATION COUNT: SINCE JUNE 13TH, POPULATION COUNT HAS BEEN AS LOW AS 117 AND AS HIGH AS 134 WITH SIX COTTAGES AND THE R.U. OPEN. IN RESPONSE TO A REQUEST FROM COMMISSIONER LOYCE, DIRECTOR LA PLANTE AGREES TO FURNISH UPDATE REPORTS ON THE B-5 B.M.P..

II.CJPO SWEENEY REVIEWS THE JUVENILE HALL POPULATION SNAPSHOT AND DISCUSSES PROBLEM OF SCREENING YOUTH FOR FIELD TRIPS. RECENTLY 5 OF 13 YOUTHS TAKEN TO A BALL GAME ESCAPED. SOME WITH ARREST WARRANTS WERE TAKEN ON FIELD TRIPS. YOUTHS WILL BE SCREENED MORE THOROUGHLY.

III. JOE BERKOWITZ, DIRECTOR OF LOG CABIN RANCH, GIVES DETAILED REPORT OF THE RECENT DISTURBANCE, AT THAT FACILITY, WHICH HE HAS BEEN INVESTIGATING. MR. BERKOWITZ POINTS OUT THAT THE YOUTHS ARE VERY AWARE OF WHAT IS HAPPENING IN THE STREETS WITH RESPECT TO GANG ACTIVITY, AND THIS HAS A DIRECT IMPACT ON WHAT HAPPENS AT LOG CABIN RANCH AND JUVENILE HALL.

PAGE THREE (3)

ALL RUNAWAY YOUTHS INVOLVED HAVE BEEN APPREHENDED AND BOOKED AT JUVENILE HALL.
HE HAS BEEN UNABLE TO SUBSTANTIATE THE RUMOR THAT DURING THE INCIDENT AT LCR, A COUNSELOR LET TWO YOUTHS "SLUG IT OUT".

JAMES JACKSON, VOCATIONAL AND TRAINING SPECIALIST, DISCUSSES HIS BACKGROUND AND THE ACTIVITIES OF LOG CABIN RANCH.

CHIEF SWEENEY CONGRATULATES THE LOG CABIN RANCH STAFF FOR ITS HANDLING OF A VERY DIFFICULT SITUATION. AND STATES THAT MORE THAN THE JUVENILE JUSTICE SYSTEM IS REQUIRED TO SOLVE THE GANG PROBLEM.

CHIEF SWEENEY EXPLAINS THAT THE GRANT FOR TOM REYNALDO'S POSITION IS DEPLETED. HE STATES THAT HE WOULD RATHER DISCUSS THE CONTRACT WHEN HE HAS MORE INFORMATION AVAILABLE.

DAVID STIENHART DISCUSSES THE DETENTION STUDY OF THE NATIONAL COUNCIL ON CRIME AND DELINQUENCY.

SUE DANIELSON, PRESIDENT OF VOLUNTEER AUXILARY, EXPRESSES HER CONCERN THAT THE COMMISSIONERS ARE NEGATIVE PEOPLE, AND THAT STAFF NEEDS SUPPORT.

PROBATION OFFICER ED VASGERSIAN OBJECTS TO THE QUOTE IN A RECENT NEWSPAPER ARTICLE COMPARING JUVENILE HALL TO ALCATRAZ BEFORE IT WAS CLOSED. COMMISSIONER LADAR EXPLAINS SHE MADE THAT STATEMENT WHEN DESCRIBING THE HOLE IN THE WALLS AT JUVENILE HALL AS SIMILAR TO THE DECAYING WALLS IN ALCATRAZ. SHE APPOLOGIZES FOR THE COMMISSION'S FAILURE TO AFFIRM MORE FREQUENTLY, THE GOOD WORKS OF STAFF.

CHAIRMAN'S REPORT

COMMISSIONER DUNCKEL THANKS CHARLES LEWIS FOR HIS WORK IN PROVIDING THE COMMISSION WITH GRIEVANCE REPORTS.

RESPONSES TO COMMISSION'S JUVENILE HALL REPORT. THE COMMISSION HAS RECEIVED 5 RESPONSES TO ITS INVESTIGATION REPORT ON CONDITIONS AT JUVENILE HALL. COMMISSIONERS LADAR, COHN AND COWAN WILL REVIEW THE RESPONSES AND REPORT RECOMMENDED CHANGES TO THE COMMISSION.
CYA TRAINING IN SACRAMENTO JULY 26 AND 27 TWO COMMISSIONERS ARE INVITED TO ATTEND FREE OF CHARGE. COMMISSIONER COHN AND ONE OTHER COMMISSIONER TO ATTEND.

COMMITTEE REPORTS

COMMISSIONER LAWS GIVES UPDATE ON THE SEARCH FOR A COMMISSION COORDINATOR. 300 JOB ANNOUNCEMENTS CIRCULATED, 11 APPLICATIONS RECEIVED SO FAR, WILL ACCEPT APPLICATIONS FOR ANOTHER WEEK. COMMISSIONER LAWS EXPLAINS THE 2 POSITIONS THAT THE COMMISSION IS ATTEMPTING TO FILL.

DETENTION COMMITTEE:
COMMISSIONER LOYCE REPORTS THAT THE DETENTION COMMITTEE MET ON JUNE 9TH AND DEVELOPED A LIST OF QUESTIONS REGARDING THE OVERCROWDING OF JUVENILE HALL. THE LIST OF QUESTIONS WAS SENT TO JUDY HOGAN. SHE WILL MEET WITH THE COMMITTEE ON JULY 19 TO DISCUSS THE QUESTIONS.

CONFIRMATION OF CJPO APPOINTMENTS:
COMMISSIONER LADAR REPORTS THAT IMMEDIATELY BEFORE THE MEETING, SHE RECEIVED A WRITTEN RESPONSE FROM THE CITY ATTORNEY TO THE JUVENILE JUSTICE COMMISSION'S REQUEST FOR GUIDANCE ON HOW TO EXERCISE ITS DUTY TO CONFIRM CJPO APPOINTMENTS. APPOINTMENTS BY THE CHIEF PROBATION OFFICER ARE SUBJECT TO CONFIRMATION AND ARE NOT COMPLETE UNTIL THEY HAVE BEEN CONFIRMED. UNFORTUNATELY, NO APPOINTMENTS HAVE EVER BEEN CONFIRMED BY THE JUVENILE JUSTICE COMMISSIION.

COMMISSIONER LADAR ASKED CJPO SWEENEY TO SUBMIT NAMES OF FUTURE APPOINTEES TO THE COMMISSION PRIOR TO MAKING APPOINTMENTS. MR. SWEENEY REQUESTS THE DEVELOPMENT OF PROTOCOL FOR THE CONFIRMATION PROCESS. HE AND JIM SUTRO EXPLAIN EMERGENCY SITUATIONS WHERE IMMEDIATE HIRING IS NECESSARY.

MOTION RE CONFIRMATION OF CJPO APPOINTMENTS:
"AS FAR AS EMERGENCIES ARE CONCERN, UNTIL PLANS ARE DEVELOPED AND GUIDELINES ARE FORMED, THE CHIEF JUVENILE PROBATION OFFICER IS DIRECTED TO PROCEED AS HE HAS IN THE PAST AND THE COMMISSION WILL RETROACTIVELY CONFIRM THE APPOINTMENTS." THE MOTION IS SECONDED AND CARRIES.

ADJOURNMENT

THE MEETING IS ADJOURNED AT 5:55 P.M..

JOYCE B. LADAR, SECRETARY

F. J. WILLIAMS, EXECUTIVE ASSISTANT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

MEETING AGENDA

AUGUST 3, 1989 4 P.M. YGC CHAPEL

IMPORTANT ANNOUNCEMENT: THERE ARE TWO VACANCIES ON THE COMMISSION. (ONE JUVENILE AND ONE ADULT). ALL INTERESTED PERSONS SHOULD SEND A LETTER AND RESUME TO SUPERVISING JUDGE ROY L. WONDER.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF JULY MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER -- HONORABLE ROY L. WONDER

VI. CHIEF JUVENILE PROBATION OFFICER'S REPORT -- DENNIS SWEENEY

- A. UPDATE ON TIDELANDS CONTRACTS
- B. JUVENILE HALL POPULATION SNAPSHOT
- C. OTHER

VII. CHAIRMAN'S REPORT

- A. CHARTER AMENDMENT
- B. COMMISSION VACANCIES

VIII. COMMITTEE REPORTS

- A. INSTITUTION COMMITTEE
- B. PROBATION COMMITTEE
- C. COMMUNITY PROGRAMMING COMMITTEE
- D. SPECIAL COMMITTEE ON COMMISSION COORDINATOR
- E. SPECIAL COMMITTEE ON DETENTION CRITERIA

IX. DPC LIAISON REPORT

X. OTHER BUSINESS

- A. TREASURER'S REPORT
- B. SECRETARY'S REPORT
- C. NEW BUSINESS

XI. ADJOURNMENT

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MINUTES OF AUGUST 3, 1989 COMMISSION MEETING

CALL TO ORDER: CHAIRPERSON STEVE COHN CONVENES THE MEETING AT 4:20 P.M..

COMMISSIONERS PRESENT: STEVE COHN, JOYCE LADAR, RUTH COWAN, ARLA ESCONTRIAS, RAYMOND SHONHOLTZ, STEPHANIE MISCHAK, JAMES LOYCE, FRANK KELLEHER

COMMISSIONERS EXCUSED: SYLVIA COURTNEY AND BEATRICE LAWS

COMMISSIONERS ABSENT: CAMILLE BROUSSARD.

YGC : DENNIS SWEENEY, JIM SUTRO, JOE BERKOWITZ, STEVE LA PLANTE, JUDY HOGAN, AND OTHERS.

GUESTS: SEE SIGN-IN BOOK.

APPROVAL OF JUNE MINUTES:
A MOTION TO APPROVE, AS WRITTEN, THE MINUTES OF THE JULY COMMISSION MEETING CARRIES UNANIMOUSLY.

COMMUNICATIONS: THE CORRESPONDENCE FOLDER IS CIRCULATED TO COMMISSIONERS.

JUDGE'S CORNER:
PRESS TOUR: JUDGE WONDER DISCUSSES BRIEFLY A SUCCESSFUL PRESS TOUR OF LOG CABIN RANCH. HE MENTIONS EXCELLENT REPORTS BY BARBARA ROGERS OF CHANNEL 5 TV NEWS AND MIKE SUGARMAN OF KCBS RADIO NEWS. HE EXPRESSES REGRETS THAT MORE NEWS REPORTERS DID NOT ATTEND THE TOUR.

JUVENILE ADMINISTRATION CHARTER ADMENDMENT SUPERIOR COURT BENCH HAS MET AND VOTED TO SUPPORT THE CONTINUED EXISTENCE OF THE JUVENILE JUSTICE COMMISSION. THE COURT STILL SUPPORTS THE CHARTER ADMENDMENT.

CJPO SEARCH THE SEARCH IS PROCEEDING WELL. INDICATION OF THE RESULTS EXPECTED BY THE END OF THIS MONTH.

CHIEF PROBATION OFFICER'S REPORT:
TIDELANDS FUNDS: JUDY HOGAN REPORTS THAT THE CONTRACT WITH OMEGA BOYS CLUB IS UP AND RUNNING. BAYVIEW/HUNTERS POINT

HOME DETENTION IS AT 14 YOUTHS AND IS INCREASING. OTHER PROGRAMS ARE NOT YET IN PLACE, BUT THINGS ARE MOVING ALONG. MS HOGAN RESPONDS TO QUESTIONS FROM COMMISSIONERS AND GUESTS. JUDGE WONDER STRESSES THAT THE HOME DETENTION PROGRAM IS PREDISPOSITION IN NATURE -- NOT POST-DISPOSITION.

SNAPSHOT: JUVENILE HALL POPULATION TOTALS 118 YOUTHS. THE LOW WAS 105, AND THE HIGH WAS 125.

CHAIRMAN'S REPORT

CHARTER ADMENDMENT:CHAIRMAN DISCUSSES THE COURT'S DECISION TO SUPPORT THE CONTINUED EXISTENCE OF THE JUVENILE JUSTICE COMMISSION AND THE MAYOR'S DESIRE FOR THE ELIMINATION OF THIS COMMISSION -- PROVIDED THE PROPOSED CHARTER ADMENDMENT PASSES AND TRANSFERS JUVENILE PROBATION ADMINISTRATION TO HIS OFFICE. COMMISSIONER LADAR EXPRESSES CONCERN THAT THE MAYOR IS RECEIVING MISINFORMATION REGARDING THE FUNCTION OF THIS COMMISSION.

DENNIS SWEENEY SUGGESTS THAT, BASED ON A PROCESS ESTABLISHED BY THIS COMMISSION, THERE IS A PERCEPTION THAT JUVENILE PROBATION ADMINISTRATION REST WITH THIS COMMISSION. COMMISSIONERS COLLINS, LADAR AND SHONHOLTZ STATE THEIR VIEWS REGARDING THE ISSUE.

PETER BULL STATES THAT 20 YEARS OF NEGLECT BY THE COURT IS THE BASIS FOR THE CHARTER ADMENDMENT. PETER BULL, JOSEPH SPAETH, COMMISSIONERS LOYCE, SCHONHOLTZ, COWAN AND COLLINS COMMENT ON THE COMMISSION AND THE CHARTER ADMENDMENT.

MOTION: COMMISSIONER SHONHOLTZ MOVES AND COMMISSIONER LOYCE SECONDS THE FOLLOWING MOTION: "REPRESENTATIVES FROM THIS COMMISSION, COLEMAN FOUNDATION, THE COURT, JUVENILE PROBATION DEPARTMENT AND OTHER INTERESTED PARTIES, INCLUDING THE MAYOR'S OFFICE, MEET TO DISCUSS THE PROPOSED CHARTER ADMENDMENT." SAID MOTION CARRIES 5 TO 4.

COMMISSION VACANCIES: CHAIRMAN ANNOUNCES THAT 2 VACANCIES (1 YOUTH AND 1 ADULT) EXIST ON THIS COMMISSION. HE INVITES APPLICATIONS.

CHAIRMAN COHN STATES THAT THE COMMISSION HAS BEGUN INVESTIGATION OF THE INCIDENT AT LCR, BUT HAS NO REPORT AT THIS TIME.

COMMITTEE REPORTS

COMMISSIONER COLLINS GIVES UPDATE ON THE SEARCH FOR A COMMISSION COORDINATOR. COMMISSIONERS LAWS, DUNCKEL AND COLLINS HAVE INTERVIEWED 10 APPLICANTS FOR THE POSITION. THE INTERVIEWING PROCESS WILL CONTINUE. CHAIRMAN COHN ADDS THAT, IN THE FUTURE, THERE WILL BE INTERVIEWS FOR AN OMBUDSPERSON FOR THE COMMISSION.

DETENTION COMMITTEE:
COMMISSIONER LADAR REPORTS THAT THE COMMITTEE HELD A LONG SESSION WITH JUDY HOGAN AND REVIEWED THE DETENTION CRITERIA. THEY ALSO VIEWED HOW IT AFFECTS THE YOUTH, HOW JUVENILE HALL POPULATION WAS REDUCED, AND WHERE THE YOUTH WENT. THE COMMITTEE IS VERY SATISFIED WITH WHAT IT SAW. THE COMMITTEE COMMENDS MS. HOGAN AND THE DEPARTMENT FOR EXCELLENT WORK IN THIS AREA.

TREASURER'S REPORT:
TREASURER KELLEHER REPORTS THAT THE BALANCE IN THE TREASURY IS $154.20.

RIGHT OF CONFIRMATION:
COMMISSIONER LADAR DISRTIBUTES COPIES OF A PROPOSED RESOLUTION TO MEMBERS OF THE COMMISSION. COMMISSIONERS WILL READ AND SUBMIT RESPONSES TO COMMISSIONER LADAR.

PROBATION OFFICER ED VASGERDSIAN PRESENTS A BRIEF DISCUSSION OF THE PARENTING SKILLS PROGRAM THAT HE CONDUCTS EACH SATURDAY IN THE MAIN CONFERENCE ROOM OF YGC.

PROBATION/FINANCE COMMITTEE IS PUTTING TOGETHER A WORK PLAN TO VISIT EACH PROBATION UNIT.

ADJOURNMENT
THE MEETING IS ADJOURNED AT 6:15 P.M..

JOYCE B. LADAR, SECRETARY

E. J. WILLIAMS, EXECUTIVE ASSISTANT

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MEETING AGENDA

SEPTEMBER 7, 1989 4 P.M. YGC CHAPEL

IMPORTANT ANNOUNCEMENT: THERE ARE TOW VACANCIES ON THE COMMISSION. (1 JUVENILE AND 1 ADULT). ALL INTERESTED PERSONS SHOULD SEND A LETTER AND RESUME TO SUPERVISING JUDGE ROY L. WONDER.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AUGUST MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER -- HONORABLE ROY L. WONDER

VI. CHIEF JUVENILE PROBATION OFFICER'S REPORT -- DENNIS SWEENEY

  A. UPDATE ON TIDELANDS CONTRACTS
  B. JUVENILE HALL POPULATION SNAPSHOT
  C. OTHER

VII. CHAIRMAN'S REPORT

  A. COMMISSION COORDINATOR SELECTION
  B. LOG CABIN RANCH INVESTIGATION

VIII. COMMITTEE REPORTS

  A. NOMINATING COMMITTEE -- EXECUTIVE COMMITTEE VACANCIES
  B. INSTITUTIONS COMMITTEE
  C. PROBATION COMMITTEE
  D. COMMUNITY PROGRAMMING COMMITTEE
  REPORT ON CJPO CANDIDATES SCREENING COMMITTEE

IX. DPC LIAISON REPORT

X. OTHER BUSINESS

  A. TREASURER'S REPORT
  B. SECRETARY'S REPORT
  C. NEW BUSINESS

XI. ADJOURNMENT

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MINUTES OF SEPTEMBER 7, 1989 COMMISSION MEETING

CALL TO ORDER: CHAIRPERSON STEVE COHN CONVENES THE MEETING AT 4:20 P.M..

COMMISSIONERS PRESENT: STEVE COHN, RUTH COWAN, ARLA ESCONTRIAS, STEPHANIE MISCHAK, JAMES LOYCE, BEATRICE LAWS, HENRY COLLINS, JR. AND SYLVIA COURTNEY.

COMMISSIONERS EXCUSED: FRANK KELLEHER

COMMISSIONERS ABSENT: CAMILLE BROUSSARD, RAYMOND SHONHOLZ AND MAGDALYNE GATES.

YOUTH GUIDANCE CENTER : JUDGE ROY L. WONDER, EVERETT HEWLETT, JOSEPH SPAETH, DENNIS SWEENEY, NADIA STAFFORD, JIM SUTRO, JOE BERKOWITZ, STEVE LA PLANTE, AND OTHERS.

GUESTS: SEE SIGN-IN BOOK.

CHAIRMAN ANNOUNCES THE RESIGNATION OF COMMISSIONER JOYCE B. LADAR.

APPROVAL OF AUGUST MINUTES:
A MOTION TO APPROVE, AS WRITTEN, THE MINUTES OF THE AUGUST COMMISSION MEETING CARRIES UNANIMOUSLY.

COMMUNICATIONS: THE CORRESPONDENCE FOLDER IS CIRCULATED TO COMMISSIONERS.

CHIEF PROBATION OFFICER'S REPORT:
TIDELANDS CONTRACTS UPDATE: MR. SWEENEY REPORTS THAT THE CONSTRUCTION WILL BEGIN AROUND SEPTEMBER 20TH ON HEALTH AND SAFETY RELATED ISSUES (GENERATORS, FENCES, FIRE ALARM SYSTEM AND ASBESTOS REMOVAL).

SAN FRANCISCO BOYS' HOME HAS RECEIVED APPROVAL AND WILL BE OPERATIONAL BY THE END OF OCTOBER. THE BOND PROGRAM REPORT WILL BE DEVELOPED BY JEFFERSON, AND AVAILABLE BY FRIDAY.

THE OMEGA BOYS' CLUB: THE BLACK CULTURE AWARNESS PROGRAM AND THE HOME DETENTION PROGRAM CONTINUE TO BE OPERATIONAL AND FAIRLY SUCCESSFUL.
MR. SWEENEY AND JUDGE WONDER WILL APPEAR BEFORE THE CAPITAL IMPROVEMENT ADVISORY COMMITTEE ON MONDAY, SEPTEMBER 25TH.

LAGUNA HONDA HOSPITAL AND YOUTH GUIDANCE CENTER ARE THE MAJOR FOCUS OF THE CAPITAL IMPROVEMENT COMMITTEE FOR BOND MONEY VIA THE NOVEMBER 1990 BALLOT.

MR. SWEENEY ILLUSTRATES A RECORD OF YOUTH ADMITTED TO THE CALIFORNIA YOUTH AUTHORITY FROM 1981 THROUGH 1988. HE ALSO COMPARES BOOKINGS WITH CITATIONS IN OUR JUVENILE HALL ADMISSIONS. IN 1988, BOOKINGS EXCEEDED CITATIONS. ACCORDING TO MR. SWEENEY, THIS IMPACTS JUVENILE PROBATION CASELOAD (A CITATION REQUIRES 4 HOURS WHILE A BOOKING REQUIRES 8 TO 16 HOURS). HE EXPECTS BOOKINGS TO EXCEED CITATIONS IN 1989.

POPULATION SNAPSHOT: PERCENTAGES ARE WITHOUT SIGNIFICANT CHANGE FROM LAST REPORT. MR. SWEENEY ANNOUNCES THE SEPTEMBER 27TH SYMPOSIUM SPONSORED BY COLEMAN ADVOCATES ("THE CHILDREN'S BUDGET YEAR II"). THE SYMPOSIUM WILL BE HELD AT THE FIRST UNITARIAN CHURH.

GRIEVANCE REPORT: GRIEVANCE COORDINATOR IS ON VACATION; THE REPORT WILL BE AVAILABLE NEXT WEEK.

JUDGE'S CORNER:

LOG CABIN RANCH POPULATION:JUDGE WONDER NOTES HIS SEPARATE CONFERENCES WITH DENNIS SWEENEY AND WITH THE SHERIFF OF SAN MATEO COUNTY CONCERNING THE TYPE OF YOUTH POPULATION AT LOG CABIN RANCH THE SHERIFF EXPRESSED HIS CONCERN TO JUDGE WONDER ABOUT THE SECURITY OF LOG CABIN RANCH AS WELL AS THE SECURITY OF THE RESIDENTS OF THAT AREA.

MANAGEMENT AUDIT A MANAGEMENT AUDIT OF LOG CABIN RANCH IS BEING PREPARED BY ALLEN BREED. JUDGE WONDER INVITES THE JUVENILE JUSTICE COMMISSION TO SUBMIT CRITERIA FOR EXAMINATION BY NEXT TUESDAY. HE CAUTIONS THAT THE SCOPE OF THE AUDIT DEPENDS UPON THE AMOUNT OF MONEY AVAILABLE TO PAY FOR IT, AND HE WELCOMES PERSONS WITH KNOWLEDGE OF AVAILABLE FOUNDATION FUNDS TO SUBMIT THAT INFORMATION.

SEARCH FOR CHIEF JUVENILE PROBATION OFFICER: THE SCREENING COMMITTEE, CHAIRED BY COMMISSIONER COURTNEY, CONDUCTED EXTENSIVE INTERVIEWS OF CANDIDATES LAST AUGUST. THREE OR FOUR ARE SCHEDULED FOR INTERVIEW ON THE EVENING OF THE 28TH.

JUDGE WONDER ADMINISTERS THE OATH OF OFFICE TO COMMISSIONER RUTH COWAN FOR A NEW TERM.

CHAIRMAN'S REPORT

COMMISSION COORDINATOR SELECTION: THE CHAIRMAN REPORTS THAT THE COMMISSION HAS CONDUCTED TWO ROUNDS OF INTERVIEWS, AND HAS NARROWED THE APPLICANTS TO THREE CANDIDATES. COMMISSIONERS WILL MEET WITH THE THREE FINALISTS THIS EVENING AND MAKE A SELECTION. CHAIRMAN EXPRESSES THANKS TO COMMISSIONER LAWS FOR THE TIME SHE HAS CONTRIBUTED TO THIS PROJECT.

LOG CABIN RANCH INVESTIGATION: THE INVESTIGATION IS MOVING AHEAD. THE COMMISSION WAITED UNTIL THE YOUTHS WERE TRIED BEFORE INTERVIEWING THEM. THE COMMITTEE HAS INTERVIEWED FOUR OF THE 10 YOUTHS INVOLVED IN THE DISTURBANCE. THE REMAINING SIX, AS WELL AS LCR STAFF, WILL BE INTERVIEWED NEXT.

CONFIRMATION: CITY ATTORNEY IS CONSIDERING THE CONFIRMATION PROCESS DEVELOPED BY THE COMMISSION. MORE INFORMATION WILL BE AVAILABLE ON THIS ISSUE AT THE NEXT COMMISSION MEETING.

CHARTER AMENDMENT: JUDGE WONDER CONTACTED THE MAYOR'S OFFICE THROUGH GAYLE ORR-SMITH. SHE STATED NEITHER SHE NOR THE MAYOR HAD ANY INTEREST IN MEETING WITH THE COMMISSION ON THIS MATTER.

CHAIRMAN EXPRESSES THANKS TO THE SUPERVISING COUNSELORS' ASSOCIATION, THE DELINQUENCY PREVENTION COMMISSION AND THE SUPERIOR COURT FOR THEIR UNSOLICITED SUPPORT TOWARD THE CONTINUATION OF THE JUVENILE JUSTICE COMMISSION.

CJPO AGREES TO FURNISH THIS COMMISSION THE NAMES OF ALL PERSONS HIRED SINCE THE LAST COMMISSION MEETING.

COMMITTEE REPORTS

NOMINATING COMMITTEE: TO FILL VACANCIES CREATED BY THE RESIGNATION OF COMMISSIONERS DUNCKEL AND LADAR, CHAIRPERSON COURTNEY SUBMITS NAMES OF COMMISSIONER SHONHOLZ FOR VICE PRESIDENT AND COMMISSIONER LOYCE FOR SECRETARY. BOTH CANDIDATES ARE ELECTED TO THE RESPECTIVE OFFICES BY UNANIMOUS VOTE.

COMMUNITY PROGRAMMING COMMITTEE: COMMISSIONER LOYCE DISCUSSES THE PROCESS OF SCREENING THE CANDIDATES FOR CJPO.

PROBATION COMMITTEE: CHAIRMAN APPOINTS COMMISSIONERS MISCHAK AND ESCONTRIAS AS CO-CHAIRPERSONS OF THIS COMMITTEE. COMMISSIONER MISCHAK INFORMS COMMISSIONERS OF THE COMMITTEE'S INTENT TO VISIT OUT-OF-HOME PLACEMENT.

DPC LIAISON REPORT: JANE ASSELIN REPORTS THAT DELINQUENCY PREVENTION COMMISSION HAD NO AUGUST MEETING.

TREASURER'S REPORT CHAIRMAN COHN REPORTS THAT THE TREASURY CONTAINS A BALANCE OF $152.

MOTION: COMMISSIONER LAWS MOVES AND COMMISSIONER MISCHAK SECONDS A MOTION TO AUTHORIZE AN EXPENDITURE OF $106 FOR THE PURCHASE OF GIFTS FOR COMMISSIONERS DUNCKEL AND LADAR WHO RECENTLY RESIGNED. THE MOTION CARRIES UNANIMOUSLY.

ADJOURNMENT

THE MEETING IS ADJOURNED AT 5:30 P.M..

JAMES LOYCE, SECRETARY

F. J. WILLIAMS, EXECUTIVE ASSISTANT

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MEETING AGENDA

OCTOBER 5, 1989 4 P.M. YGC CHAPEL

IMPORTANT ANNOUNCEMENT: THERE ARE THREE VACANCIES ON THE COMMISSION (ONE JUVENILE AND TWO ADULT).ALL INTEREST PERSONS SHOULD SEND A LETTER AND RESUME' TO SUPERVISING JUDGE ROY L. WONDER.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF SEPTEMBER MINUTES

IV. COMMUNICATIONS

V. INTORDUCTION OF COMMISSION COORDINATOR (MICHAEL FULLER).

VI. JUDGE'S CORNER - HONORABLE ROY L. WONDER

VII. CHIEF JUVENILE PROBATION OFFICER'S REPORT - DENNIS SWEENEY

   A. REPORT ON PROGRAMS FUNDED THROUGH TIDELANDS MONEY
   B. JUVENILE HALL POPULATION SNAPSHOT
   C. OTHER

VIII. CHAIRMAN'S REPORT

   A. COMMISSION'S POSTION ON CHARTER ADMENDMENT (PROPOSITION L)
   B. LOG CABIN RANCH INVESTIGATION

IX. COMMITTEE REPORTS

   A. INSTITUTIONS COMMITTEE
   B. PROBATION COMMITTEE
   C. COMMUNITY PROGRAMMING COMMITTEE
   D. CJPO CANDIDATES SCREENING COMMITTEE

X. DPC LIAISON REPORT

XI. OTHER BUSINESS

   A. TREASURER'S REPORT
   B. SECRETARY'S REPORT

XII. NEW BUSINESS

XIII. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
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SAN FRANCISCO, CA 94127

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MINUTES OF OCTOBER 5, 1989 COMMISSION MEETING

CALL TO ORDER:

Chairperson, Steve Cohn, convened the meeting at 4:15 p.m. as a Committee of the Whole. A quorum was established at 4:45 p.m.

COMMISSIONERS PRESENT:

Steve Cohn, Ruth Cowan, Arla Escontrias, Stephanie Mischak, Beatrice Laws, Frank P. Kelleher and Raymond Shonholz

COMMISSIONERS EXCUSED:

Camille Broussard, Sylvia Courtney, James Loyce

COMMISSIONERS ABSENT: Magdalyne Gates

YOUTH GUIDANCE CENTER:

Judge Roy L. Wonder, Joseph Spaeth, Dennis Sweeney, Nadia Stafford, Jim Sutro, Joe Berkowitz, Steve La Plante

STAFF: Micheal H. Fuller, Felton Williams

GUESTS: See Sign-In Book

Chairman Cohn introduced Micheal Fuller, the Commission's first director. The Chairman expressed thanks to Commissioner Laws for her efforts in securing this staff position. He also expressed thanks to the Superior Court for including this staff position in their budget and to the Board of Supervisors for approving the budget item.

APPROVAL OF MINUTES:

After a quorum was established it was moved, seconded and carried:

> That the minutes of the September Commission meeting be approved as written.

COMMUNICATIONS:

The correspondence folder was circulated to Commissioners.

JUDGE'S CORNER:

Child Protection Center. Judge Wonder informed the Commission that he will attend the dedication ceremony of the new Child Protection Center at the San Francisco General Hospital on October 5th.

Picnic at Log Cabin Ranch School. The Judge announced a Log Cabin Ranch School (LCRS) picnic from 11:30 until 4:00 p.m. on October 15th. He referred all interested parties to J. Berkowitz or G. Broussard for further details.

The Hidden Valley/Log Cabin Ranch School Exchange. Judge Wonder responded to the Chronicle article published October 3, 1989 regarding a proposal from the Department of Public Health (DPH) to shift the present Log Cabin population to Hidden Valley Ranch (HVR) and transform the LCRS facility into a coed adolescent drug treatment facility. Judge Wonder explained that the Department of Public Health had determined it needed such a facility and made its initial inquiries with the idea of establishing the program at HVR. As a result of its finding that the barbed wire-topped fence surrounding HVR would have to be removed, the DPH concluded that there was a question of security: namely, that the LCRS population wouldn't mix well with a youthful coed treatment population. One alternative discussed was switching the facilities. Additionally the Judge submitted that he had been contacted by the Sheriff of San Mateo County who complained that the present LCRS population is too dangerous for an open setting and the safety of the surrounding La Honda neighborhood was threatened. Finally the Sheriff expressed concerns that calls made to his department requiring responses to LCRS were draining the Sheriff's Department resources. Judge Wonder encouraged the Juvenile Justice Commission to support this proposal and emphasized that the proposal was in the pre-planning stages.

At Chairman Cohn's request Judge Wonder entertained questions from the Commission. Commissioners Laws, Mischak, Cowan, Shonholtz, Cohn and Escontrias questioned the Judge on the following items: the Commission's role in reviewing the planning for such a proposal; the Chief Probation Officer's (CPO) participation in the process; the targeted populations for both facilities; the public process for establishing the program; whether a management audit had been conducted; the question of the disposition of LCRS staff; how clients would be referred.

Chairman Cohn then opened the matter for general discussion.

Chief Juvenile Probation Officer Search. Four candidates were interviewed on September 29, 1989 and referred to the Mayor. The Screening Committee awaits the concurrence of the Mayor regarding the selected candidates.

CHIEF PROBATION OFFICER'S REPORT:

Bond Issue. Mr. Sweeney informed the Commission that the Jefferson & Associates report was received and submitted to the Capital Improvements Advisory Committee. He characterized that Committee as supportive but expressed concern that there is a large body of competition for the annual fifty million dollar allotment on bond issues. He warned that if the Juvenile Hall bond issue does not make the November 1990 deadline it may not be able to be included on a bond issue referendum until 1995.

Miscellaneous. He also reported on a meeting with the Mayor's office and Finance Committee of the Board of Supervisors regarding the opening of the W-3 Unit; the ratio of felony arrests increasing over misdemeanors; and the failure of the City Attorney to enter into a consent decree with the Youth Law Center.

At Chairman Cohn's request Mr. Sweeney answered questions submitted by Commissioners Laws and Escontrias on the procurement of equipment and the setting aside of a number of counselors positions to meet the needs of mono-lingual clients.

Commendation. Commissioner Mischak commended the Juvenile Hall on its celebrity visit by Ben Vereen.

Status Reports-Tidelands money contractors. Rev. Grizzell reported on the Ujima Project. Shirley Gross, Director of the Bayview Hunters Point Foundation reported on its Mentor Program and Home Detention Unit. Jack Jacqua of the Omega Boys Club reported on his Peer Counseling Program. All three speakers entertained questions from the Commission.

CHAIRMAN'S REPORT

Proposition L. Chairman Cohn reported that the JJC had announced its support of Prop L. He submitted further that while the JJC was supporting the shifting of managerial responsibility for the Probation Department and Juvenile Hall to the Mayor's office, the Commission was not supporting the Mayor's stated intention to disband the JJC.

Log Cabin Ranch School Investigation. Commissioner Cohn reported that the LCRS investigation was proceeding slowly. He expressed optimism that the pace of the investigation would accelerate as a result of the Commission now having a full time staff member.

The Coleman Advocates Interviews. Chairman Cohn granted LCRS Director, J. Berkowitz's request for Commission time to respond to interviews printed in the Coleman Advocates newsletter, Listen (Fall, 1989; Volume 1 No. 1). Mr. Berkowitz expressed disagreement with the content and conclusions drawn in the interviews with regard to LCRS, and reported that his two year old Squires Program with San Quentin Prison has been suspended as a result of the adverse publicity generated by the interviews.

Chairman Cohn opened the floor for discussion. Margaret Brodkin of Coleman Advocates responded defending the accuracy of the interviews and the reasonableness of the conclusions drawn by the interviewer. Other discussion participants included Commissioners Kelleher, Laws, Escontrias, Shonholtz and guests L. Gardner, L. Hyland and C. Friedman.

It was moved, seconded and carried:

To continue the meeting past 6:00 p.m.

COMMITTEE REPORTS

Institutions Committee:

Juvenile Hall Population Snapshot. Commissioner Mischak called the Commission's attention to the information provided by the CPO on the average August and September attendance counts (respectively 119 and 126). Chairman Cohn reported on the Institution Committee's efforts to revise its Juvenile Hall inspection form and announced the Committee's intention to meet with Juvenile Hall Director, Steve La Plante for follow up on the status of improvements implemented since the publishing of the Commission's report, "Conditions In Juvenile Hall."

Probation Committee: No Report

Community Programming Committee: No Report

CJPO Candidates Screening Committee: No Report (See Judge's Corner)

DPC Liaison Report: No Report

OTHER BUSINESS

Treasurer's Report

Commissioner Kelleher reported that the Commission account contained $33.60. Commissioner Kelleher also reported that Commissioner Laws had returned a balance of $2.80 from monies provided her from the Commission account for the purpose of purchasing placards honoring former Commissioners.

Secretary's Report: No Report

Commissioner Laws urged all Commission members to record their hours. Commissioner Laws also commended staff for its publication of the "Woodside Gazette."

NEW BUSINESS - No Report

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

James Loyce, Secretary

Micheal H Fuller

Micheal H. Fuller, Director
Juvenile Justice Commission

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MEETING AGENDA

NOVEMBER 2, 1989 4 P.M.: YGC CHAPEL

IMPORTANT ANNOUNCEMENT: There are three vacancies on the Commission (one juvenile and two adult). All interested persons should submit a letter and resume to Supervising Judge Roy L. Wonder.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE OCTOBER MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER---HONORABLE ROY L. WONDER

VI. CHIEF PROBATION OFFICER'S REPORT---DENNIS SWEENEY

- A. REPORT ON PROGRAMS FUNDED THROUGH TIDELANDS MONEY
- B. JUVENILE HALL POPULATION SNAPSHOT
- C. JUVENILE HALL PROGRAMS:
  - 1. Behavior Management Unit
  - 2. Facility Training Officers Program
- D. REPORT ON STAFF PERFORMANCE DURING THE EARTHQUAKE

VII. CHAIRMAN'S REPORT

- A. FOLLOW-REPORT: "CONDITIONS IN JUVENILE HALL"
- B. LOG CABIN RANCH SCHOOL INQUIRY UPDATE
- C. REPORT ON THE STATUS OF THE OMBUDSMAN RECRUITMENT

VIII. COMMITTEE REPORTS

- A. INSTITUTIONS COMMITTEE
- B. PROBATION COMMITTEE

IX. OTHER BUSINESS

- A. TREASURER'S REPORT
- B. SECRETARY'S REPORT

X. NEW BUSINESS

XI. ADJOURNMENT

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MINUTES OF NOVEMBER 2, 1989 COMMISSION MEETING

CALL TO ORDER:

Chairperson, Steve Cohn, convened the meeting at 4:12 p.m. A quorum was established.

COMMISSIONERS PRESENT:

Steve Cohn, Henry Collins, Sylvia Courtney, Ruth Cowan, James Loyce, Stephanie Mischak

COMMISSIONERS EXCUSED:

Arla Escontrias, Frank Kelleher, Beatrice Laws, Raymond Shonholtz

COMMISSIONERS ABSENT: Magdalyne Gates

YOUTH GUIDANCE CENTER:

Judge Douglas C. Munson, Nadia Stafford, Steve LaPlante, Judy Hogan, Byron Bray

STAFF: Micheal H. Fuller

GUESTS: See Sign-in Book.

APPROVAL OF MINUTES:

It was moved, seconded and carried:

> That the minutes of the October Commission meeting be approved as written.

COMMUNICATIONS:

The correspondence folder was circulated to Commissioners.

JUDGE'S CORNER:

Report on the Earthquake Reaction. Judge Munson, sitting for Judge Wonder and quoting from a letter written to him by Judge Wonder, extended the thanks of the Juvenile Court to "everyone in the Juvenile Justice System.....for their very positive help in pulling together during the earthquake." Judge Munson reported that the Juvenile Court was fully operational the morning after the earthquake, as was the Probation Department,"...with business as usual at the Juvenile Hall." This report was also given to the inquiring press the morning after the quake.

Report on Judge Wonder's Surgery. Judge Munson reported that Judge Wonder's surgery had been a complete success, and that the convalescing judge was at home and progressing nicely. Judge Wonder's return to duty was expected possibly by as early as Monday, November 6, 1989.

Chief Juvenile Probation Officer Selection. Judge Munson advised the Commission that he had discussed the status of the selection process for the CPO with Judge Wonder. He reported that Judge Wonder expressed optimism that the selection process might be resolved within a month's time.

Thanks. Judge Munson ended his report by thanking the Juvenile Court and Probation Department staff for their assistance in helping him "getting broken in..." to his new assignment at the Juvenile Court. He reported further that he would be leaving early to attend the reception of former Juvenile Court Commissioner Anne Bouliane who was being sworn in that afternoon.

CHIEF PROBATION OFFICER'S REPORT:

Report on the Performance of Staffing During the Earthquake. Nadia Stafford, Director of Probation Services, substituting for CPO Sweeney, reported that much to her amazement the Probation Services, Juvenile Hall and City Public Health Staff "...really were prepared...!" Stafford reported that she had returned to inspect YGC and the Juvenile Hall approximately two hours after the quake. She found Juvenile Hall operating very smoothly, employing candles and battery operated lighting until the back-up generator could be started. She reported that staff was dispatched to Log Cabin Ranch to assess the situation there, only to find that Building and Grounds Superintendent James Sutro was already at Log Cabin conducting a damage inspection. Sutro would later return to YGC to make a preliminary damage assessment at the juvenile hall and probation offices. He concluded that the facilities had suffered only minimal damage.

Stafford also reported that Ron Lewis of the DPH staff arrived at the juvenile hall to check on the health and welfare of the detainees. There was only one adverse reaction that evening. A detainee jammed the lock on his room door and staff eventually dismantled the lock to get him out of his room.

The following day most of the Probation and Juvenile Hall staff reported to work despite the Mayor's announcement that non-essential workers could take the day off. Most court hearings were held and nearly all of the parents attended whose children were scheduled for hearings. Judge Munson confirmed that observation. Gloria Burchard, Principal of the Woodside Learning Center met with the youths detained in the hall to provide them some post-earthquake counseling and explanations. The Psychiatry staff responded on an as-needed basis. Stafford concluded that

the hall's detainees appeared to have weathered the event fairly well.

Finally Stafford reported that she had been receiving the Quake Relief Times on a regular basis which provided her department with much needed post-quake instructions on such important matters as accounting for staff time in the immediate quake aftermath. She also outlined staff volunteer efforts in the quake recovery campaign including the organization and provision of a shuttle service from the Glendale BART station.

Steve LaPlante, Director of Juvenile Hall, then gave a back-up report detailing the loss of all power in the juvenile hall as well as the loss of all telephone services. He reported that several hours later the juvenile hall would have one phone in the admissions office activated for out-going calls only. Portable radios were utilized to communicate between the cottages. La Plante and his senior supervisors inspected and opened every door in the institution to insure that there were no door jams, including every fire escape door, and reports that they didn't find a single door jam in the juvenile hall. LaPlante reported that he inspected each cottage and spoke with all of the youths housed therein.

LaPlante further reported that the hall emergency lights were activated. However, their power supply has a two hour maximum duration and the power outage was five hours in length. Due largely to the assistance from Tower Market, the hall administration was able to secure an emergency supply of candles and batteries, and actually was under candlelight power from approximately 7:30pm to 11:00pm. Staff was rotated down to the admissions office one member at a time to call their families because LaPlante couldn't release any staff to go home. He reported that everyone stayed without complaint. Because the Mayor's declared which exempted all of the fiscal provisions of the City charter, LaPlante was able to survey all of his staff members to see which could stay over to replace any staff members unable to get to work (primarily East Bay residents), and pay those volunteering with overtime pay during the ensuing shifts.

During the morning following the quake when power was returned LaPlante ordered the probation staff to rotate the detainees down to the available phones to allow them an opportunity to reach their parents and guardians. Because of the telephone overload this required giving the youths several opportunities to make the necessary contacts. Eventually all were successful.

Commissioners Cohn and Mischak confirmed these reports.

James Sutro, Grounds and Building Superintendent, then gave a supplement report, stating that he had found no major earthquake damage in his survey of YGC's buildings. There were significant cracks which would require repairs but he was unable to provide the Commission with any financial estimates as he had no

experience in making such judgements. Sutro next reported and took questions and comments from Commissioner Mischak about the unexpected and improved water flow at Log Cabin Ranch School in the immediate post-quake period, as well as on the FEMA reporting requirements. Nadia Stafford reported on a meeting with Bruce Carlson of the city attorney's office in which Probation Services staff were instructed on filling out the required post-quake paperwork.

Byron Bray next responded to questions from Commissioner Mischak on the issue of the detained youths' post-quake education and preparation for aftershocks. Finally LaPlante responded to a query from Probation Officer David Hodges regarding the continued absence of a back-up generator, stating that one would be purchased and installed in January, 1990 as part of the $1.5 million capital improvement project.

Tidelands Money Reports. Supervising Senor Probation Officer Judy Hogan apprised the Commission that the quake had stalled the grant development process being stewarded through the Department of Architecture, and that possibly in the following week some progress could be expected. In response to Commissioner Cohn's inquiry into whether Tidelands monies would be utilized in funding a diversion unit, Hogan responded that the Probation Department had an extant diversion unit which was not funded with such funds and that there was no expectation that any such utilization would occur.

Neighborhood Youth Center. In response to Commissioner Cohn's query about whether the Neighborhood Youth Center Project would be funded with Tidelands monies, Supervising Senor Probation Officer Byron Bray informed the Commission that the project was funded and developed solely through the Probation Department. He described the Neighborhood Youth Center as a response to the resolution passed by the Board of Supervisors and signed by the Mayor into the Juvenile Justice Plan of the City and County of San Francisco (passed in the spring of 1988). As outlined by Bray, the project proposes to outstation a probation division and provide neighborhood intake services for minimal offenders, as well as a dispute resolution component. Space has been located at Youth For Services, 25-14th Street. A lease has been drafted by the Department of Real Estate for approximately 2700 square feet in space at that building. The lease was been forwarded to the Governmental Operations Committee of the Board of Supervisor on October 30, 1989 and was passed on to the full Board for adoption.

The center would provide intake referrals on minimal offenders seven days a week from 8:00am to 12:00am. There is also the expectation of outstationing one supervision division at that location, and Community Boards, Inc. has agreed to occupy a desk there for a portion of the week. Other community based organizations will be invited to join Probation at the site, with

the hope that the Departments of Mental Health, Public Health and the School System will eventually see fit to participate. The purpose is to provide probation services closer to the community and improve response time to clients. An ultimate goal will be that by handling the minimal offense referrals in the community, the capability will be developed to prevent a number of referrals to juvenile hall. Youth For Services with assistance from the Probation Department has presented a grant proposal to the Mayor's Office of Community Development which has been approved to aid in the site remodeling.

Bray then took questions from Commissioner Cohn on the Robert Woods-Johnson Foundation funding ($25 million nationwide for emotionally disturbed children), and from Commissioner Mischak on a $1.2 million diversion and gang-related planning grant awarded to the Office of Public Safety recently.

Facility Training Officers Program (FTO) and Behavior Management Unit (BMU). Steve LaPlante, Director of Juvenile Hall, presented program notes on these major initiatives of the 1989-90 fiscal year. The first is a revamping of the extant training program, and the second involves the operational conversion of cottage B-5 into a behavioral management unit. The FTO essentially calls for the selection of 12-14 of the hall's veteran counselors who will have rookie counselors working under them with daily ratings for the rookies' first two months. Robert Taylor is the FTO supervisor and training coordinator. All FTOs will receive additional training aimed at making them state certified training agents within the juvenile hall.

LaPlante responded to questions from Commissioners Cohn and Loyce on the funding of the FTOs and the on-going viability of what appears to be a one year training program. Commissioner Mischak also queried LaPlante on the reconciliation of the FTO program with the extant civil service probation requirements for new hall employees. Commissioners Mischak, Courtney and Collins queried LaPlante on the prospective pool of training recipients. Commissioners Cowan, Cohn and Collins queried LaPlante on the Juvenile Hall Policy and Procedures Manual and the recording of Juvenile Hall personnel training.

LaPlante next gave a history on the handling of assaultive and disruptive behavior in the hall in past years. The idea of the BMU is to concentrate such youths in one unit with a separate program of behavior modification. The major objective is to reduce the amount of disruptive incidents and the need for discipline. He provided the Commission with a seven category typology.

Commissioners Loyce and Collins queried LaPlante on the status of planning for staffing the BMU, protective custody provisions, incidents of medical isolation and split-programming. Diane Lapin of the Department of Public Health also responded on the medical isolation issues.

Commissioners Collins, Cohn and Courtney questioned LaPlante on the issues of the insurance liability, the special kinds of training required, indiscriminate mixing of various ages, and the issue of "reality testing." Senior Counselor Johnny Miller joined with LaPlante to respond to these queries.

Further questioning from Commissioners Mischak, Cohn, Loyce and Cowan focused on the logging of transfers to the BMU, the turnover rates of the BMU detainees and the implementation of the step program in the unit. (Operant Behavior Modification principles).

Guest L. Hyland queried LaPlante and Miller on the differences between the steps of the BMU step program.

CHAIRMAN'S REPORT

Follow-up Report: Conditions in Juvenile Hall. Chairman Cohn outlined the history of the Commission's inquiry into the conditions in juvenile hall, including subsequent inquiries in such areas as policy and procedures, discipline, grievance procedures, staff evaluation, escape policy and population counts. He described a series of reports made in these areas by S. LaPlante, and the Commission's on-going intention to continue surveying these issues. Information and participation from interested persons was invited. Commissioners Cohn and Mischak responded to questions from guest L. Hyland on the availability of certain informational materials collected during the earlier parts of this inquiry. Chairman Cohn instructed staff to locate and retrieve all available materials in the possession of former Commissioner Ladar.

Log Cabin Ranch School Inquiry Update. Chairman Cohn began his report in this area with an explanation of the time-consuming nature of this inquiry. Part of the delay in the execution of this inquiry stemmed from the Commission's expressed desire to not interfere with or otherwise compromise the adjudication process of those youths against whom were brought petitions. The interviewing of the youths was thus delayed until that process was completed. Chairman Cohn expressed the anticipation that the inquiry would serve to educate the Commission on the policy, procedures and practices in place at Log Cabin. Cohn after identifying himself and Commissioner Loyce as the interviewers of the youth involved in the incident, apprised the audience of the Institutions Committee's interview with CPO Sweeney and the intention to interview LCRS Director Joseph Berkowitz and Log Cabin staff. A report will be issued.

Status of the Ombudsperson Recruitment. Chairman Cohn next turned the floor over to JJC Director Micheal H. Fuller for an update on the recruitment process. Fuller described the process as in its third stage. The first stage involved Mr. Fuller ascertaining what the Commission wanted in this position. Stage

two involved an interview with Guy Crouch, director of the ombudsperson's program in place at the San Francisco jail, the development of a position paper based on that program, and a description of the philosophy of the proposed JJC ombudsperson program. Stage three involved the composing of a pre-final draft of the position announcement which was being submitted for the total Commission's approval. Posting of the announcement was optimistically forecast in the next ten days. Start-up predictions were however not available due to delays occasioned by the earthquake which affected the funding grant's development. Judy Hogan reported that movement on the grant development which involved monies being amended to a pre-existing contract and routed through the Department of Architecture would be difficult to predict as that department had other more understandable and pressing priorities. The Commission resolved to make final corrections on the announcement draft and expedite the posting process. Cohn responded to a question from guest L. Hyland on the appropriateness of further public discussion and input, as well as denying a request for the release of the unapproved announcement draft.

Letter of Support for the Commission's Survival. Chairman Cohn next read excerpts of a letter penned by the Juvenile Section of the San Francisco Bar Association supporting the continued existence of the JJC, and opposing the Mayor's stated intent to amend the Welfare and Institutions Code in his efforts to disband the JJC.

It was moved, seconded and carried:

> That a letter expressing the Commission's gratitude be composed and sent to the Juvenile Section of the San Francisco Bar Association.

COMMITTEE REPORTS

Institutions Committee: No Report

Probation Committee:

Commissioner Mischak had no formal report to submit. However, she voiced two requests: a) that members of the Probation/Finance Committee meet formally with those from the Probation Department developing the upcoming budget in order that the Commission can be apprised of how it can be instrumental in aiding the process of getting the proposed Department 12 budget adopted; and b) a query of the earthquake damage suffered by private placement facilities utilized by the Probation Department. Byron Bray responded reporting that none of the placement facilities suffered major damage. Mischak explored the post-quake ramifications for the upcoming budget, expressing anxiety over potential cuts reminiscent of those made in prior City budgets. Discussion between Mischak, Loyce and Nadia Stafford ensued. A query on the nature and start-up date on the

Probation Committee's intended inquiry into the Probation Department's private placement practices was made by guest L. Hyland. Chairman Cohn responded that the inquiry could not be initiated until the Commission had returned to full strength.

Delinquency Prevention Committee Liaison Report:

Jane Asselin reported that the DPC's previous meeting had been abruptly adjourned by the earthquake and that the Commission's members were safe and uninjured. The DPC office has been relocated to 1095 Market. An announcement of the move is forthcoming.

OTHER BUSINESS

Treasurer's Report: Commissioner Cohn reporting for Treasurer Kelleher announced that the Commission account contained $110.31.

Secretary's Report: No Report.

NEW BUSINESS

Procedures Discussion: Commissioner Courtney apprised the Commission of informal discussions she was having with Ray Benson of the DPC around formulating procedures for enhancing the cooperation of the JJC and DPC.

Commendation: Commissioner Courtney commended the Probation Services staff for their excellent earthquake reaction.

Receipt of Complaint: Commissioner Courtney reported that Commissioner Escontrias had informed her of the receipt of two complaints alleging that youths detained in the hall had been illegally held after their court ordered release. The Commissioned resolved to look into the circumstances of those allegations.

ADJOURNMENT

The meeting was adjourned at 5:59 p.m.

James Loyce, Secretary

Micheal H Fuller

Micheal H. Fuller, Director
Juvenile Justice Commission

JUVENILE JUSTICE COMMISSION

December 12, 1989

The agenda and minutes for this meeting are missing

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MEETING AGENDA

JANUARY 4, 1990 4 P.M.: YGC CHAPEL

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE DECEMBER MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: HONORABLE ROY L. WONDER

VI. CHIEF PROBATION OFFICER'S REPORT: DENNIS SWEENEY

VII. CHAIRMAN'S REPORT

    A. REPORT ON THE COMMISSION'S INQUIRY INTO DETENTIONS ARISING FROM THE FAILURE TO EFFECT RELEASE ORDERS
        1. THE CPO'S RESPONSE
    B. ILLEGAL ALIENS POLICY FOR PROBATION SERVICES
    C. RECOMMENDATIONS FROM THE EXECUTIVE COMMITTEE OF THE JUVENILE JUSTICE COMMISSION REGARDING ESTABLISHING A RELATIONSHIP WITH THE MAYOR'S PROBATION COMMISSION

VIII. COMMITTEE REPORTS

    A. PROBATION/FINANCE COMMITTEE
    B. INTERVIEW SUB-COMMITTEE FOR RECRUITMENT OF OMBUDSPERSON AND NEW COMMISSIONERS
    C. INSTITUTIONS COMMITTEE
    D. JUVENILE HALL SUB-COMMITTEE
    E. LOG CABIN RANCH SCHOOL SUB-COMMITTEE

IX. ELECTION OF NOMINATING COMMITTEE FOR JUVENILE JUSTICE COMMISSION OFFICES

X. DELINQUENCY PREVENTION COMMISSION REPORT

XI. OTHER BUSINESS

    A. TREASURER'S REPORT
    B. SECRETARY'S REPORT

XII. NEW BUSINESS

XIII. ADJOURNMENT

JUVENILE JUSTICE COMMISSION

January 4, 1990

The minutes for this meeting are missing

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MEETING AGENDA

FEBRUARY 1, 1990 4 P.M.: YGC CHAPEL

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE JANUARY MINUTES

IV. COMMUNICATIONS

V. JUDGES'S CORNER: HONORABLE ROY L. WONDER

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

- A. REPORT ON THE PLAN TO PREVENT POST-RELEASE UNLAWFUL DETENTIONS
- B. PRELIMINARY REPORT ON THE JANUARY 13, 1990 B-5 DISTURBANCE

VII. CHAIRMAN'S REPORT

- A. WELCOME TO THE CHIEF PROBATION OFFICER
- B. ESTABLISHMENT OF A BY-LAWS REVIEW COMMITTEE

VIII. COMMITTEE REPORTS

- A. PROBATION/FINANCE COMMITTEE
- B. INTERVIEW SUB-COMMITTEE FOR RECRUITMENT OF OMBUDSMAN
- C. INSTITUTIONS COMMITTEE
- D. JUVENILE HALL SUB-COMMITTEE
- E. LOG CABIN RANCH SCHOOL SUB-COMMITTEE
- F. NOMINATING COMMITTEE FOR JUVENILE JUSTICE COMMISSION OFFICES

IX. DELINQUENCY PREVENTION COMMISSION REPORT

X. OTHER BUSINESS

- A. TREASURER'S REPORT
- B. SECRETARY'S REPORT

XI. NEW BUSINESS

XII. ADJOURNMENT

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Minutes of the February 1, 1990 Commission Meeting

CALL TO ORDER

Chairman Cohn convened the meeting at 4:10 p.m.

SWEARING-IN CEREMONY: Judge Wonder introduced and then swore in new commissioners Don Chan and Don Clay.

COMMISSIONERS PRESENT

Steve Cohn, Raymond Shonholtz, James Loyce, Frank Kelleher, Henry Collins, Sylvia Courtney, Ruth Cowan, Arla Escontrias, Beatrice Laws, Stephanie Mischak, Don Chan, Don Clay.

COMMISSIONERS EXCUSED None

COMMISSIONERS ABSENT Magdalyne Gates

YOUTH GUIDANCE CENTER

Fred E. Jordan, Jr., Nadia Stafford, Judy Hogan, Byron Bray, Joe Berkowitz, Janet Medina (for Steve LaPlante).

STAFF Micheal H. Fuller

GUESTS See Sign-in Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the approval of the minutes of the Commission meeting of January 4, 1990 and the corrected minutes of the Commission meeting held on December 7, 1989 be postponed until the Commission meeting of March 1, 1990.

COMMUNICATIONS

The correspondence folder was circulated to the Commissioners.

JUDGE'S CORNER: The Honorable Judge Roy L. Wonder.

Increased Bailiff Coverage. Judge Wonder introduced Supervising Sergeant Kovach of the Sheriff's Department. Kovach and one other bailiff position are the result of the Board of Supervisors granting the Superior Court's request for additional security at Youth Guidance Center (YGC).

Employee Awards Dinner. Judge Wonder announced the annual Employee Awards Dinner to be held on February 8, 1990 at the Italian-American Club on Russia Street. The dinner is held to honor outstanding employees in the probation department and in supporting agencies.

Black History Program at Juvenile Hall. Judge Wonder announced a black history program to be held on four dates during the month of February. The program was organized largely by Juvenile Court Coordinator Felton Williams and T. Mtambusi of the Department of Public Health. The dates were February 8th, 15th, 22nd and 25th.

Career History of Chief Probation Officer (CPO) Fred E. Jordan, Jr. Judge Wonder gave a detailed history of Mr. Jordan's career. He also described the "high recommendations" which preceded Mr. Jordan's arrival, as well as his first two weeks' activity.

YGC Perimeter Road. Commissioner Cowan asked about the security of the fire road which circles the YGC facility. Judge Wonder responded, describing a prior Sheriff's Department security survey. He identified one of the recommendations of the Sheriff's Department was that there be a night-time securing of the perimeter road, a recommendation yet to be executed.

Introduction of CPO Jordan. Upon the CPO's arrival, Judge Wonder introduced Mr. Jordan to the Commission and to the audience.

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

Opening Remarks. CPO Jordan expressed his pleasure to be at the Commission meeting, and described his earlier meeting with several members of the JJC (January 17, 1990) during which he was presented with several concerns of the Commissioners. He stated that he had tried to rectify the problems immediately and he hoped that he had done so to the Commission's satisfaction. He then expressed thanks for the support of persons connected with Probation services and for the support of his staff. He described his efforts to bring "character" back to YGC, and his meetings with his supervisory staff and members of the community. He stated that he had a group of 100 people who are willing to come to YGC and do volunteer work cleaning and sprucing up YGC. He stated that he wanted to bring more programs to YGC and Log Cabin Ranch. Mr Jordan noted that the Juvenile Hall (JH) has too much "down time." He stated that the services provided presently needed to be augmented by such programs as career development and job search, anger control and peer groups.

Report on the Plan to Prevent Post-Release Unlawful Detentions. CPO Jordan made preliminary comments on the problem of unlawful detentions and recognized the need for preventive policies and monitoring techniques to insure correct administration of those duties. He reported that the matter had been corrected. He assured the Commission that such omissions would not be occurring again. Director of Probation Services Nadia Stafford then

described, in detail, the corrections which she had undertaken---supervisory staff meetings, reminders of the clients' rights to timeliness, and clarification of the supervisors' responsibility to insure that court orders are executed. She stated that she would be writing procedures, and that in the event that such a detention should occur again, the unit supervisor would be held accountable. She added that the JJC would be provided with a copy of the written procedures.

Preliminary Report on the January 13, 1990 B-5 Disturbance. CPO Jordan reminded the Commission that the incident had occurred the weekend before he took office, and that direct notification of the incident had not been made to him. He stated that he would be relaying what had been reported to him. He informed the Commission that JH staff who were present would provide additional details. Mr Jordan described the two days preceding the incident during which problems were encountered with several youths. He identified problems in school, difficulties in controlling the youths and problems with violence. He stated that it was his understanding that an unusual number of youths had to be locked up in B-5. The youths expressed their resentment of being locked down by banging on the doors of the unit and creating a disturbance. Several evidently began to bang on the unit's windows, breaking them out, in what was interpreted as an attempt to escape. The emergency police number, 911, was dialed to insure that the youths' attempt was not successful. CPO Jordan observed that the report given him seemed to indicate that there was some question as to the appropriateness of the decision to call 911 at the time. Mr. Jordan characterized the person on duty making the call as "...not that experienced..." Though no one was hurt, there was quite extensive damage down to several of the unit rooms, which he described as in the process of being repaired. Additionally, CPO Jordan recounted that another action which contributed to the situation was the removal of an experienced person from the B-5 Unit because of the absence of supervisory staff to make the rounds with the person who was in charge and on duty. The removal of that "strong person" may have led to a breakdown in controlling the unit. There are now instructions to leave that person in place and to insure other arrangements to make supervisory coverage.

Commissioner Shonholtz inquired about the policy in place regarding situations which appear to indicate that the integrity of the facility's security are threatened. CPO Jordan responded that his general thoughts on the subject were that it was appropriate to call for outside assistance when it appeared that the youths might hurt themselves, other detainees or staff and that could not be prevented from taking place. Assistant JH Director Medina stated that the policy in place now dictates that JH personnel handle the problem. Commissioner Escontrias inquired about the training of the supervisor making the 911 call. Commissioner Clay inquired about the process of determining when a situation is out of control. Ms. Medina stated that the determination is made by the administrator or

senior supervisor in charge. Commissioner Mischak inquired about whether the police entered the hall and what is the policy with regard to their weapons when they do enter the hall. Senior Supervisor Miller responded that the police did not enter the hall and that in those circumstances when they must there are gun lockers provided to which only the policeman whose gun is stored has key access. Commissioner Laws inquired about how many of the B-5 rooms remained out of operation. Commissioner Loyce inquired about the reasoning for leaving the rooms in the state that they were in for so-called "evidentiary" purposes. Mr. Miller responded that while it was not policy, the decision had been made to leave the rooms in the damaged state in order to enhance the chances of charging the youth for the damage they had caused. CPO Jordan responded that he had ordered the rooms cleaned even though it compromised those chances because the JH did not have a camera and was now in the process of purchasing one. He also stated that a videotape camera would be purchased in addition.

Commissioners Kelleher and Mischak made inquiry on the status of the window repairs in the unit. Senior Supervising Counselor Miller responded updating the window repair process. Commissioner Loyce inquired about the volume of noise that must have been raised in the destruction of the rooms. He also inquired about the policy of room checks. Supervisor Miller responded that the room checks are made every 15 minutes. He indicated that the noise created during the destructive rampage was heard. However, the students are experts at jamming the door locks preventing the counselors from entering the rooms and halting the destruction. Commissioner Collins inquired about the status of the youths who were involved in the incident. Mr. Miller indicated that some had been admitted to the Youth Authority as a result of prior commitments, and others were the targets of an effort to have charges placed against them for the damage. CPO Jordan made comment on the need for additional disciplinary policies, preventive programming and the need for a disciplinary system in which both staff and detainees can place their trust.

Commissioner Escontrias reiterated her concerns about staff training and the absence of an available camera. Commissioner Kelleher responded on the changing nature of the youths being detained in the JH. Commissioner Mischak inquired about the closing of the W-3 unit. CPO Jordan responded that the number of youths housed there did not warrant the number of staff needed to work the unit. Commissioner Laws inquired about the new security measures in place at YGC. CPO Jordan responded, clarifying his reasoning for instituting the changes.

Commissioner Cohn asked how could the incident have gone on for the length of time indicated in the B-5 Unit logs (@ 7 1/2 hours). CPO Jordan responded that the top administrators have been instructed to be available and respond to calls from staff in the future should such incidents occur in the future. Ulysses Madison, Union 790 representative, made comments about the need

for more training on the management of assaultive and disruptive youths. CPO Jordan responded that additional training along those lines is planned for the future. Commissioner Cowan addressed the statistics on assaults against staff (47 in the past calendar year).

Commissioner Mischak inquired about an isolation room for youths with psychiatric disorders. Diane Lapin of the Department of Public Health indicated that there had never been such a room or policy. CPO Jordan said he was not in favor of such isolation. Dr. Shalwitz also gave a response to Commissioner Mischak's questions, pointing out the constraining affects of the law and budget on such matters.

Chairman Cohn inquired on the future of the behavior modification unit. CPO Jordan indicated that while he was still consulting on the future of the unit, he felt at that point that the unit was needed and would be in place. Senior Counselor Henry Reynolds expressed his concern that the manner in which the locks have been repaired prevents quick response and entry into the rooms after the locks have been jammed.

CPO Jordan closed with the observation that he sees a rising optimism in the staff of YGC. He proffered that a new day was dawning in staff morale at YGC.

CHAIRMAN'S REPORT

Welcome to CPO Jordan. Chairman Cohn reported that he had met with CPO Jordan on February 5, 1990 and was very impressed with the CPO's "grasp of the issues and his attitudes toward the kinds of changes that need to be made, as well as his determination to make those changes happen..." Chairman Cohn expressed his hope that they had made a good beginning in the CPO's relations with the JJC.

Bylaws Review Committee Establishment. Chairman Cohn observed that every September-October, the JJC is required to establish a bylaws review committee. That was not done in the calendar year 1989. Thus the Chairman expressed the desire to entertain a motion to create a bylaws committee for the purpose of reviewing the existing bylaws and making recommendations for their modification.

It was moved, seconded and carried:

> That the Commission appoint a Bylaws Review Committee.

Commissioner Laws was appointed the Chairman of the Bylaws Committee and Commissioner Courtney was appointed to serve on the committee. Commissioner Laws requested that JJC director/coordinator Fuller provide her with the latest edition of the JJC Bylaws.

COMMITTEE REPORTS

Probation/Finance Committee

Commissioner Mischak reported that prior to the meeting she met with Acting Business Manager Bailey and they came to agreement on the reports which she had been requesting over the course of the previous two meetings. The reports would be forthcoming in the next week. Commissioner Mischak also reported that due to the change of personnel and the establishment of the Juvenile Probation Commission (JPC), the baseline budget would be submitted on February 14th, however with regard to new budget items there would be an extension granted until the middle of March.

Parenting Group. Commissioner Escontrias inquired about the status of the Parenting Group being run by Probation Officer Vasgerdsian. Chairman Cohn requested that Mr. Vasgerdsian be invited to the next meeting in order that he may give the Commission an update on the group.

Sub-Committee for the Recruitment of the Ombudsman

Commissioner Shonholtz reported that the position announcement had been mailed out and that an application deadline had been established for February 16, 1990. He further reported that he expected interviews would be instituted shortly after a review of the resumes was conducted. Chairman Cohn requested that a member of the sub-committee describe the mailing process for the ombudsman position. Commissioner Escontrias responded describing the nature of the targeted populations. Coordinator/director Fuller gave additional information on the mailing process.

Institutions Committee

Commissioner Cowan reported that she had visited the Juvenile Hall and found it" much cleaner." She described the staff as working hard and took the opportunity to welcome the new CPO and offered her service to him.

Juvenile Hall Sub-Committee

Chairman Cohn reported that the follow-up of the Conditions In Juvenile Hall report which comprised the bulk of the matters to be reported on was in the draft stages. He hoped to have it released in the month of March.

Log Cabin Ranch School Sub-Committee

Commissioner Loyce reported that the sub-committee had made its annual visit in December, and that two reports had been authored based on the December visit. Commissioner Loyce also described an earlier visit and set of observations made and authored by Chairman Cohn and himself. He said the reports from both visits

would be combined and a written report containing the subcommittee's findings and recommendations would be released in the near future.

Nominating Committee for Juvenile Justice Commission Offices.

Commissioner Courtney reported that the nominating committee had met in late January. However, because the Mayor's JPC had not been selected and because at least two of the seats would be filled with members of the JJC, the nominating committee recommended that the JJC defer its nominations for office until the next meeting.

It was moved, seconded and carried:

> That the nominations for the Juvenile Justice Commission offices be put over until the March meeting.

OTHER BUSINESS

Volunteers Auxiliary. Sue Danielson of the Volunteers Auxiliary reported on the organization's $100,000-plus donations and fund raising activities at YGC.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT

Jane Asselin reported that the DPC met on 1-17-90 in the State Building because their office was not ready from the earthquake repairs. They are now in their office at 1095 Market. The DPC approved new coordination and advocacy goals as well as preliminary budget requests. The Employment Coalition is doing outreach at Valencia Gardens and Plaza East, and is starting a job preparedness work shop for youth residents. The DPC is planning a conference with the Commission on the Status of Women on women and girls. The DPC gave technical assistance to youth agencies seeking CYA grants. It participated in the selection of the teen coordinator for the Hamilton Youth Center and 14 other sites. The DPC has initiated efforts to secure funding for a Gay/Lesbian/Bi-sexual Youth Center. Ms. Asselin noted that the DPC was looking forward to their tour of YGC and to meeting with CPO Fred E. Jordan, Jr. on February 20th.

Treasurer's Report: Treasurer Kelleher announced that the Commission account contains $150.70. All bills are paid.

Secretary's Report: No Report.

NEW BUSINESS None.

ADJOURNMENT

The meeting was adjourned at 5:40 p.m.

James Loyce, Secretary

Micheal H Fuller

Micheal H. Fuller, Director
Juvenile Justice Commission

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

MEETING AGENDA

MARCH 1, 1990 4 P.M.: YGC CHAPEL

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE FEBRUARY MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: HONORABLE ROY L. WONDER

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.
  A. UPDATE ON YGC SECURITY CHANGES
  B. WRITTEN PROCEDURES TO PREVENT UNLAWFUL DETENTIONS
  C. PARENTING GROUP

VII. CHAIRMAN'S REPORT: STEVE COHN
  A. CONGRATULATIONS TO JPC COMMISSIONERS
  B. PARLIMENTARY PROCEDURES TRAINING FOR CHAIRMAN AND COORDINATOR

VIII. COMMITTEE REPORTS

  Standing Committees
  A. INSTITUTIONS COMMITTEE
  B. PROBATION/FINANCE COMMITTEE

  Special Committees
  C. BYLAWS REVIEW COMMITTEE
  D. INTERVIEW SUB-COMMITTEE FOR RECRUITMENT OF OMBUDSMAN
  E. JUVENILE HALL SUB-COMMITTEE
  F. LOG CABIN RANCH SCHOOL SUB-COMMITTEE
  G. NOMINATING COMMITTEE FOR JJC OFFICES

IX. DELINQUENCY PREVENTION COMMISSION REPORT

X. OTHER BUSINESS
  A. TREASURER'S REPORT
  B. SECRETARY'S REPORT

XI. NEW BUSINESS

XII. PROGRAM: LOG CABIN VIDEO TAPE

XIII. ADJOURNMENT

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Minutes of the March 1, 1990 Commission Meeting

CALL TO ORDER

Chairman Cohn convened the meeting at 4:14 p.m.

COMMISSIONERS PRESENT

Steve Cohn, Raymond Shonholtz, James Loyce, Don Chan, C. Don Clay, Henry Collins, Sylvia Courtney, Ruth Cowan, Arla Escontrias, Beatrice Laws, Stephanie Mischak

COMMISSIONERS EXCUSED Frank Kelleher

COMMISSIONERS ABSENT Magdalynne Gates

YOUTH GUIDANCE CENTER

Fred E. Jordan, Jr., Steve LaPlante, Joe Berkowitz, Judy Hogan

STAFF Micheal H. Fuller

GUESTS See Sign-in Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the January and February meetings and the corrected minutes of the December Commission meeting be approved as written approved.

COMMUNICATIONS

The correspondence folder was circulated to the Commissioners.

JUDGE'S CORNER The Honorable Judge Roy L. Wonder

Congratulations. Judge Wonder offered his congratulations to Commissioners Loyce and Mischak for their selection to the newly appointed Juvenile Probation Commission (JPC).

California Youth Authority Visit. Judge Wonder reported that he and Chief Probation Officer (CPO) Jordan, along with other city officials, visited the Northern Reception Center and Clinic in Sacramento, as well as the Northern California

Youth Center (O.H. Close School) in Stockton. The visit occurred on February 22, 1990. Judge Wonder recommended that the JJC visit the two facilities.

Congratulations to the CPO. Judge Wonder congratulated CPO Jordan for bringing stability to the Probation Department.

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

Update on Youth Guidance Center (YGC) Security Changes. CPO Jordan reported that he had engaged in a meet-and-confer session with the Probation Officers Association (POA). Mr. Jordan characterized the differences with the POA as a misunderstanding with regard to his presentation of the plan to secure the external exits of the Juvenile Hall (JH). He described the biggest hindrance to the plan as the rear parking lot and its users'---a population of approximately fifty YGC workers---need to have a convenient access way to their offices. As a result, he has made a request for the allocation of two police institutional officers, staff which would not have contact with the youth detained, to man the rear doors, with two others requested to patrol the administration building entrances to the JH. Chief Jordan also entertained inquiries from the Commission on the subjects of how the Commission will properly enter the building in the future, if a visitors' pass system is under consideration, and if the construction of a sally port to the admissions area of the JH is still planned.

Written Procedures to Prevent Unlawful Detentions. CPO Jordan directed the Commission's attention to a handout distributed to the Commission entitled: LAWS ESTABLISHING TIME CONSTRAINTS ON JUVENILES IN CUSTODY. He noted that there was an error on the second page, next to the last line of the last full paragraph: "(3)" should be changed to "(30)". The handout was taken under advisement and scheduled for discussion for the April meeting.

Parenting Group. Ed Vasgerdsian of the Probation Department gave the report on the year-old program---an organized meeting of parents with children who are clients in the probation system. The meetings feature group sessions and speakers from different agencies of the probation services. The group earlier this year conducted a Parents Awareness Day which led to the development of a Parenting Skills Day on March 31, 1990 in the YGC cafeteria. Mr. Vasgerdsian entertained questions from the Commission on the funding, support, advertising and coordination of the group and March 31st program.

CHAIRMAN'S REPORT Steve Cohn

Congratulations to the JPC Commissioners. Chairman Cohn extended his congratulations to Commissioners James Loyce

and Stephanie Mischak for their selection to the Juvenile Probation Commission.

Parliamentary Procedures Training for the Chairman and Coordinator. Chairman Cohn reported that he and Director/Coordinator Fuller attended a training seminar on parliamentary procedures given by Marilynn Borovoy on February 22, 1990. Chairman Cohn recommended that the entire Commission be trained in parliamentary procedure before an in-depth introduction of the system is attempted in the Commission's meetings.

COMMITTEE REPORTS

Standing Committees:

Institutions Committee

Commissioner Cowan gave the Institutions Committee report, and expressed her approval of the improving morale of staff and the encouraging impressions left by the volunteer clean-up program. She also reported on her attendance to the Black History programs held in JH during the month of February.

Probation/Finance Committee

Commissioner Mischak reported for the Probation/Finance Committee. She inquired about the progress of the budgetary preparations, and requested that those items which are desired in the budget needing additional Commission support before the Board of Supervisors be made apparent to the Commission so that it can prepare to demonstrate the requisite support. In discussing the need for more programming and her interest in gaining greater budgetary support for programming, the Commissioner requested that Eugene Brown, Recreations Director, give a presentation before the Commission at the next meeting on the recreation program he oversees for JH.

Special Committees:

Bylaws Review Committee

Commissioner Laws reported that she and Commissioner Courtney had independently reviewed the bylaws and were planning to do so together for the purpose of making Bylaw revision recommendations.

Interview Sub-Committee for the Recruitment of the Ombudsman

Commissioner Shonholtz reported that the sub-committee anticipates filling the position by mid-April. He further reported that he had met with Charles Lewis the grievance

officer for the JH to discuss revision of the job description. Finally, he reported that the position announcement had been re-issued due to an insufficient number of applicants and the deadline was extended into mid-March.

Juvenile Hall Sub-Committee

Chairman Cohn reported that a working outline had been developed for the Juvenile Hall report and that the process was progressing in an orderly fashion.

Log Cabin Ranch School Sub-Committee

Chairman Cohn reported that a completed draft of the Log Cabin Incident report was before the sub-committee and the sub-committee was in the process of revising the draft.

Nominating Committee for Juvenile Justice Commission Offices

Commissioner Courtney reported for the Committee. She placed the following Commissioners' names in nomination:

Beatrice Laws	Chairman
Steve Cohn	Vice-Chairman
Arla Escontrias	Secretary
Henry Collins	Treasurer

It was moved, seconded, and carried:

> That the nominated slate of officers be elected and put into effect.

Out-going Chairman Cohn addressed the difficult issues of the past year over which he presided, amongst them: the writing of the "Conditions in Juvenile Hall report, the hiring of the coordinator, the Commission's backing of Proposition L, and the difficult role of monitoring probation services while the change in managerial responsibility was effected.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT

Jane Asselin reported that the DPC held its monthly meeting on February 20, 1990 as well as a meeting at YGC with CPO Fred E. Jordan, Jr., JH Director Steve LaPlante and JH Grievance Officer Charles Lewis. The DPC group then toured the JH. Commissioner Asselin also reported the approval of the DPC budget by the Board of Supervisors' Finance Committee, and DPC's plans to participate in the Forum of the Equity Institute, the Coleman Advocates' Conference on Juvenile Justice, and a luncheon with Youth Advocates and the Department of Public Health regarding adolescents and HIV. The DPC is planning an awards ceremony honoring the

Youth of the Year and the Agency of the Year. Ms. Asselin also reported the DPC's vigorous activity in assisting and developing the applications for several pools of grant monies.

OTHER BUSINESS

Treasurer's Report: Commissioner Laws, acting in Commissioner Kelleher's stead, announced that the Commission account contains $98.97. All bills are paid.

Secretary's Report: No Report.

NEW BUSINESS

Commissioner Laws asked all Commission members to reserve the afternoon of March 29, 1990 for the Commission's Executive Committee meeting at 5:00 p.m.

PROGRAM

The Commission and guests viewed two video clips provided by Log Cabin Ranch School Director Joe Berkowitz, featuring a number of the ranch's residents.

ADJOURNMENT

The meeting was adjourned at 5:55 p.m.

Arla Escontrias

Arla Escontrias, Secretary

Micheal H. Fuller

Prepared by
Micheal H. Fuller, Director
Juvenile Justice Commission

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MEETING AGENDA

APRIL 5, 1990 4 P.M. YGC CHAPEL

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MARCH MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: HONORABLE ROY L. WONDER

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VII. CHAIRMAN'S REPORT: BEATRICE C. LAWS

  A. PLANS FOR RETREAT
  B. EXECUTIVE COMMITTEE DATE

VIII. COMMITTEE REPORTS

  STANDING COMMITTEES
  A. PROBATION COMMITTEE
  B. INSTITUTIONS COMMITTEE

  SPECIAL COMMITTEES
  A. SUBCOMMITTEE ON THE RECRUITMENT OF THE OMBUDSMAN
  B. SUBCOMMITTEE ON JUVENILE HALL
  C. SUBCOMMITTEE ON LOG CABIN RANCH SCHOOL

IX. DELINQUENCY PREVENTION COMMISSION REPORT

X. OTHER BUSINESS

  A. TREASURER's REPORT
  B. SECRETARY'S REPORT

XI. NEW BUSINESS

XII. ADJOURNMENT

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Minutes of the April 5, 1990 Commission Meeting

CALL TO ORDER

Chairman Laws convened the meeting at 4:12 p.m.

COMMISSIONERS PRESENT

Beatrice Laws, Steve Cohn, Henry Collins, Don Chan, Don Clay, Ruth Cowan, Magdalynne Gates, James Loyce, Stephanie Mischak, Ray Shonholtz

COMMISSIONERS EXCUSED

Sylvia Courtney, Arla Escontrias, Frank Kelleher

COMMISSIONERS ABSENT None

PROBATION DEPARTMENT

Judy Hogan, Steve LaPlante

STAFF Micheal H. Fuller

GUESTS See Sign-in Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

That the minutes of the April meeting be approved as corrected.

Correction: Commissioner Cowan informed the Chair that her comments in the February minutes on the Black History Programs offered to the youths detained in juvenile hall were meant to reflect her intention to commend the Juvenile Court for the excellence of the offerings. She further expressed the intention to show her support for the programs to be offered during Black History month in 1991.

COMMUNICATIONS

The correspondence folder was circulated to the Commissioners. Chairman Laws requested that in future meetings the commisssion secretary briefly summarize the more important items contained in the correspondence folder for the rest of the Commission.

JUDGE'S CORNER The Honorable Judge Roy L. Wonder

Training. Chairman Laws informed the Commission that both Judges Wonder and Douglas Munson were away in Monterey for two days of judicial training.

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

National Conference. Chairman Laws informed the Commission that CPO Jordan was in Detroit attending a national conference on drug programs used in juvenile institutions. In Mr. Jordan's stead, Chairman Laws advised the Commission that she had requested Judy Hogan, Acting Chief Probation Officer, to provide an overview of probation services, an update on the programs funded by the Tidelands monies, and a description of the agencies to which the monies have been distributed.

Statistical Introduction. Ms. Hogan began with a statistical introduction which featured the following information from the April 5th probation services census:

107 youths in Juvenile Hall
56 " " Log Cabin Ranch School
29 " " Home Detention
8 " " Pre-placement Group Home

Probation Services. Ms. Hogan described probation services as the "field services part of services to youths who are under the age of eighteen." Under the Welfare and Institutions Code (W&I Code) this covers services to youth identified as delinquent and to those youth whose problems fall within what are referred to as status offense matters. In the latter regard, the Probation Department has a contract with Youth Advocates to provide the intake services (Huckleberry House) and shelter services for status offense youth.

Status / 601 W&I Code. Ms. Hogan described the petition process for out-of-home placement of youths whose problems are unresolved by Youth Advocates. The probation department locates an appropriate private placement for those youths who are committed by the court to out-of-home placement. During the process, the youth is sheltered in a Youth Advocates facility until a long-term placement is located.

Delinquent/602 W&I Code. Ms. Hogan stated that the great bulk of the referrals to the probation department are concerned with youths alleged to have committed a law violation. Approximately half of the 602 W&I referrals to the probation department arrive via law enforcement officers bringing youths to juvenile hall for admission. The remainder result from citations (written notice; 626c W&I Code). Compared to previous years (circa 1980-85), this reflects a rise in the percentage of felony referrals (from one third to a half).

Probation Department Structure. Ms. Hogan next gave a general description of the probation department's division and functions. Beneath her position, that of Director of Probation Services, Ms. Hogan described two management level positions, the senior supervising probation officers (Melinda Mills and Fred Virgilio). The department is split in half under those two positions into a pre-adjudication section (Mills) and a post adjudication section (Virgilio). The pre-adjudication section primarily performs intake and court activities. It consists of two intake units (north of market street, and south of market street), the prevention/diversion unit (youth aged thirteen and under), the court officers (staff assigned to handle the jurisdictional and dispositional matters before the court), and the records room. The post-adjudication section consists of the group of probation officers who supervise and manage the cases of those youths who have been adjudged wards by the court. This section consists of five units. Among them are two conventional supervision units (north of market street and south of market street), and the intensive supervision unit (drug and gang caseloads). These three units address youths who are wards placed in their own homes or the homes of relatives by court order. The first of the two

remaining units in the post-adjudication section is the placement unit (supervising youths committed to places outside of their own or relatives' homes; i.e., Log Cabin Ranch, Glenwood Ranch, Contra Costa Girls Center, and all of the assorted private out-of-home placements). The final unit in the post-adjudication section is the special services unit which contains the "bank" caseload (minimal supervision cases) and other specialized duties such as marriage consents, background checks for the military, closed-case requests, out-of-county information referrals, stepparent adoptions, free-from-custody matters, private cases, etc.

Ms. Hogan next responded to a series of inquiries from Commissioners Collins, Cowan, Laws, Gates and Mischak on the following subjects: Youth Advocates confidentiality, decisionmaking on petition filing, emancipation, the frequency of visits by probation officers to juvenile hall detainees, juvenile court school diagnostic information, the absorption of the intensive supervision unit into the two conventional supervision units, placement screening and pre-thirteen year old referrals to the probation department.

Offshore Oil, a.k.a. "Tidelands Monies. Ms. Hogan commented that the monies have been expended for both capital improvements and a variety of programs. She stated that it was her intention to address only the program issues. The first utilization of the Tidelands monies which she described was that body of funds set aside as "Patch" monies (monies for pre-placement and placement issues,. as well as consultation on the placement process). Another cluster of the funds was set aside for contracting with the National Council on Crime and Delinquency for assistance in refining the probation department risk criteria form (its intake screening form). Ms. Hogan identified a contract with the Omega Boys Club for peer counseling at juvenile hall and Log Cabin Ranch School, and for individual counseling with released youths and youths on probation. There is a large contract with the Bayview-Hunters Point Foundation for culturally relevant services, part of which is subcontracted out to community-based agencies throughout the city. Among the services offered under this contract and subcontracts is a home detention program presently serving 116 youths, culturally relevant classes offered at Ella Hill Hutch Community Center, mentor programs, parenting classes and community meetings.

Commissioners Gates, Chan, Cohn, Shonholtz and Cowan made inquiries regarding the department's monitoring of the cultural relevance of the subcontracted classes, recidivism in Omega-counseled youth, placement issues and the amount of Tidelands money being contracted out into the home detention program.

Juvenile Hall Recreation Program. Steve LaPlante, Director of Juvenile Hall, provided an overview of the recreation activities and program in operation at Juvenile Hall. He was accompanied by Faye Scott, volunteer program coordinator, and Eugene Brown, recreation director. Mr. LaPlante explained that he is presently attempting to evolve Mr. Brown's role away from that of the classic parks and rec director to more of a recreation coordinator. Under these proposed changes the counseling staff would take greater responsibility for the actual provision of recreation to the detainees. Mr. LaPlante also enumerated the recreation activities offered in Juvenile Hall.

Commissioners Collins and Gates inquired on the therapeutic value of the recreation program and the degree of instruction on body building and nutrition.

CHAIRMAN'S REPORT Beatrice Challiss Laws

Statement on the Leak of the Log Cabin Ranch Incident Report. Chairman Laws opened her report with a statement deploring the unauthorized aquisition and publishing of portions of the draft report on the Log Cabin Ranch (LCR) incident in the San Francisco

Chronicle. She stated that the Commission had sent letters of apology to Joe Berkowitz, Director of LCR, and Fred E. Jordan, Jr., Chief Probation Officer. She stated that she had conducted a detailed investigation and had no inkling of who had made the disclosure. She asked for assistance in gathering information on how the disclosure occurred. She stated unequivocally that the leaked draft would not be released. She offered the Commission's apology for any of undue criticism or embarrassment caused the staff, parents or youths placed at Log Cabin Ranch.

Committee Structure for 1990.

Institutions Committee	Probation Committee
Ruth Cowan, Chairman	Arla Escontrias, Chairman
C. Don Clay	Don Chan
Steve Cohn	Sylvia Courtney
Henry Collins	Magdalynne Gates
Frank Kelleher	Raymond Shonholtz

Chairman Laws did not assign Commissioners Loyce and Mischak to a standing committee. Rather, they were assigned as officers at large to the Executive Committee of the Commission. As a result of their being seated on the new Juvenile Probation Commission, it is Chairman Laws' hope that they will serve as liaisons between the two commissions.

Retreat Date. Chairman Laws announced the planning of a JJC retreat. The date is May 12, 1990. The retreat will start at approximately 8:30 a.m. and will end at approximately 3:30 p.m.. There will be a nominal charge to commissioners for breakfast and lunch. Commissioner Gates is planning the retreat which has tentatively been booked at the Stanford Court Hotel. The objective of the retreat will be to examine the Commission's function in light of the appointment of the Juvenile Probation Commission, and to assess and redefine or affirm the roles of commissioners and staff.

Executive Committee Meeting. The Executive Committee meeting normally held on the third thursday of every month will be held this month on the fourth thursday, April 26, 1990 at 5:00 p.m. in the JJC office. All commissioners are invited to attend.

COMMITTEE REPORTS

Standing Committees:

Probation Committee. No report.

Institutions Committee. No report.
Special Committees:

Sub-Committee for the Recruitment of the Ombudsman. Sub-committee chairman Raymond Shonholtz announced that the sub-committee had set a date for interviewing five persons for the position. He predicted that if the interviews went well that a candidate should be selected before the end of the month.

Sub-Committee on Juvenile Hall. Sub-committee chairman Steve Cohn reported that the sub-committee had a working meeting planned as well as a meeting with Juvenile Hall Director Steve LaPlante.

Sub-Committee on the Log Cabin Incident Report. Sub-Committee chairman James Loyce reported that his group had been meeting weekly in an effort to get a finished document. He stated that hopefully the sub-committee would have a finished draft next month.

By-laws Committee. Chairman Laws reporting in Commissioner Courtney's stead, announced that hopefully the committee would have a draft of the revised by-laws by the next meeting.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT. No report.

OTHER BUSINESS

Treasurer's Report: Commissioner Collins reported that the Commission account contains $108.02. All bills are paid.

Secretary's Report: Chairman Laws announced in Commissioner Escontrias' stead, that the secretary in past administrations of the commission had reported on the commissioners' hours. Chairman Laws announced that she would be requesting the secretary to return to that practice---reading through the hours for every commissioner for the preceding month. Chairman Laws reasoned that the resumption of this practice would help the commissioners focus on the importance of putting in the hours.

Parent Awareness Day. Commissioner Shonholtz inquired how the parent awareness day had gone. Ms. Hogan reported that the event was well attended, that the presentations were impressive and the questions submitted by the parents indicated that the time was well spent. Mr. LaPlante also confirmed the event's success.

NEW BUSINESS

Staff Liability. Chairman Laws announced the need to inquire of the City Attorney whether staff was protected from legal liability in conducting the Commission's affairs. Chairman Laws read the draft of a letter she had authored making the inquiry.

It was moved, seconded and carried:

That the letter drafted by Chairman Laws to the City Attorney inquiring about whether staff is protected from legal liability in conducting commission business be sent out as read.

Request to be Excused. Commissioner Loyce requested that he be excused from the next meeting as he would be out of town on business.

Juvenile Probation Commission Meeting Times. Commissioner Cowan inquired about the meeting times of the JPC. Commissioner Loyce responded that the JPC meetings will be held on the second and fourth Wednesdays of every month. The temporary site for the meetings is the YGC chapel.

Death of Juvenile Hall Staff Member. Juvenile Hall Director LaPlante announced the death of Senior Counselor Hillel Maisel. He further announced that the family of the deceased has requested that all donations be sent to the Youth Guidance Center Volunteer Auxiliary. The matter of a Commission donation was referred to the Executive Committee.

ADJOURNMENT

The meeting was adjourned in the memory of Mr. Maisel at 5:55 p.m.

Arla Escontrias

Arla Escontrias, Secretary

Micheal H. Fuller

Prepared by
Micheal H. Fuller, Director/Coordinator

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
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SAN FRANCISCO, CA 94127

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MEETING AGENDA

MAY 3, 1990, 4 P.M. YGC CHAPEL

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: HONORABLE ROY L. WONDER

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VII. CHAIRWOMAN'S REPORT: BEATRICE CHALLISS LAWS

A. EXECUTIVE COMMITTEE RECOMMENDATIONS
B. PLANS FOR THE JJC RETREAT

VIII. COMMITTEE REPORTS

STANDING COMMITTEES
A. PROBATION COMMITTEE
B. INSTITUTIONS COMMITTEE

SPECIAL COMMITTEES
A. SUBCOMMITTEE ON BYLAWS
B. SUBCOMMITTEE ON JUVENILE HALL
C. SUBCOMMITTEE ON LOG CABIN RANCH SCHOOL

IX. DELINQUENCY PREVENTION COMMISSION REPORT

X. OLD BUSINESS

A. TREASURER'S REPORT
B. SECRETARY'S REPORT

XI. NEW BUSINESS

XII. ADJOURNMENT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

Minutes of the May 3, 1990 Commission Meeting

CALL TO ORDER

Chairman Laws convened the meeting at 4:05 p.m.

COMMISSIONERS PRESENT

Beatrice Laws, Steven Cohn, Arla Escontrias, Henry Collins, Don Chan, Ruth Cowan, Stephanie Mischak.

COMMISSIONERS EXCUSED

C. Don Clay, Sylvia Courtney, Magdalynne P. Gates, Frank P. Kelleher, James Loyce, Raymond Shonholtz

COMMISSIONERS ABSENT None

JUVENILE COURT/PROBATION DEPARTMENT

Judge Roy L. Wonder, Fred E. Jordan, Jr., Judy Hogan, Steve LaPlante, Fred Virgilio

STAFF Micheal H. Fuller

GUESTS See Sign-in Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the April meeting be approved.

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COMMUNICATIONS

The correspondence folder was circulated to the Commissioners. Director Fuller, in Secretary Escontrias' stead, identified five items of which he recommended the commission take note: 1) a thank-you letter from former Commissioner Jeanette Dunckel; 2) a thank-you card from Dolores and Gene Dupignac; 3) a letter to Guy Crouch, Prisoner Services Ombudsman-San Francisco Jail, regarding the redrafting of the Juvenile Justice Commission (JJC) ombudsman job description (authored by Chairman Laws); 4) the minutes of the Juvenile Probation Commission (JPC) for April 11, April 18, and April 25, 1990; and 5) a letter from Commissioner Mischak addressed to Chairman Laws proposing an out-of-home-placement study to be jointly undertaken by the JJC and JPC.

JUDGE'S CORNER The Honorable Judge Roy L. Wonder

Shift of Commissioners. Judge Wonder announced that the Court had switched two juvenile court commissioners' responsibilities. While Commissioner Hewlett remains in Courtroom 29A, Commissioner Friedman moves from Courtroom 29B to 29C (from delinquency arraignments/detentions/trials to dependency and delinquency trials infrequently with the responsibility of filling in for other judges who are absent). Commissioner Cincotta will take over in Courtroom 29B.

Relationship with the JPC. Judge Wonder extended his congratulations to the JJC for setting up its retreat to carefully think through, among other things, its relationship to the JPC. Judge Wonder stated his agreement with those who he identified as holding the position that the JJC will compliment the work of the JPC---that they can "...work hand in hand..."

CHIEF PROBATION OFFICER'S REPORT (CPO) Fred E. Jordan, Jr.

Direction of the Juvenile Probation Department. CPO Jordan opened his presentation to the Commission by explaining that his talk would normally be given to top administrative staff in the context of a retreat. He noted further that as a result of the Brown Act and its open-meeting requirements, it was appropriate to present his ideas on the future of the department to the JJC. Mr. Jordan then read a statement of the probation department's dual goals:

> The development of a continuum of quality prevention, diversion, probation and correctional services to youth in our care
>
> and
>
> The establishment of administrative excellence through a system that produces an appropriate mission statement, pro-active leadership and direction, a means to plan for the future, positive role-modeling, management through partnership and inclusion, opportunities to all staff for career development and an agency environment guided by strong values and ethics.

Mr. Jordan next characterized the probation department as part of a larger endeavor---city government. He stated that the relationship between city government and the department is represented by the JPC as it gives policy and direction to the probation department.

Mr Jordan stated that it is his premise that the department's success depends on the quality of the people at its top. He stressed that administration should have "people development" as its emphasis. He stated further that administrators must exhibit a willingness to look at the biggest performance problems, or there can not be much hope for positive movement.

Mr. Jordan identified one of the largest problems presently facing his administration as the inability to consistently give quality leadership at all levels. He stated that in this regard he wanted to create a culture of excellence. He further stated that the needs of staff must be met. He identified those needs as the following: fairness, clarity, appreciation, responsiveness and involvement.

Performance Goals By Division. Mr. Jordan then shifted to a summary of the department's performance goals by division. The four divisions which he identified are: administration, probation services, juvenile hall and Log Cabin Ranch (LCR).

For the administration, Mr. Jordan stated that he wanted to develop mission and values statements. Further he noted that he needed to provide leadership training for his division directors, and develop a comprehensive training program for the department. He spoke of securing technical assistance for initiatives, and where appropriate, of redesigning existing programs. Finally he spoke of establishing a comprehensive career development program, along with immediate, medium and long-range goals.

For probation services, Mr. Jordan stated that he would like to see the department eventually become a prevention unit where caseloads are reduced to a point where the department can do outstation work and take iniative in partnership with others to prevent delinquency. Among the performance goals for probation services were the development of the following: performance standards, a classification and case management system, more programing, diversion options from secure detention, appropriate pre-adjudication and post-adjudication services, and a comprehensive drug prevention, education, treatment and aftercare program.

For juvenile hall, the performance goals included the improvement of quality of life residential care, the training of all direct childcare staff and supervisors in childcare development principles and full activities programming. Mr. Jordan also stated that he would seek the establishment of full diagnostic and evaluation services, a detention classification system and multi-disciplinary staff presentations and cottage treatment plans. Finally, Mr. Jordan stated that he would seek to expand and improve both volunteer services and programs for youth.

For Log Cabin Ranch, Mr. Jordan listed the following items among his desired initiatives: the improvement of the quality of life residential care, and the modification of the ranch's school curriculum to be more reflective of the ranch's ethnic population needs. Additionally, Mr. Jordan stated that he would seek to establish a continuum of services to incorporate occupational and employability skills training, related work programs and job placement in the community. He stated that he would seek to institute a community advisory board system and family support groups for the ranch. Other items on his checklist were the improvement of the physical appearance of the ranch, the development of multi-disciplinary staff presentations and treatment plans, and the training of all direct childcare staff and supervisors in child development principles and full activities programming. Lastly, Mr. Jordan stated that he would seek the establishment of full volunteer services, and a comprehensive drug education, treatment and aftercare program.

Mr. Jordan then entertained questions and comments from Commissioners Cowan, Escontrias, Collins, Cohn and Mischak on whether he intended to set a resident numbers limit at LCR, on the use of the California Youth Authority (CYA), on the actual implementation and funding outlook for the department's performance goals and technical needs, and on the possibility of animal husbandry programs at LCR.

CHAIRMAN'S REPORT Beatrice Challiss Laws

Ombudsman Recommendation.

It was moved, seconded and carried:

> That Tom Rinaldo be contracted to fill the Juvenile Justice Commission's ombudsman position.

Mr. Rinaldo addressed the Commission, and expressed his gratitude for the offer and his wish to accept the position. He stated further that it was his intention to meet the challenge of the position by extending an invitation to all interested persons to visit him and share their views on any matters for which they have concerns.

Hillel Maisel Memorial.

It was moved, seconded and carried:

> That the Secretary of the Juvenile Justice Commission write a letter of sympathy to the family of Mr. Maisel, and that the Commission make a donation to the Volunteer Auxiliary in Mr. Maisel's memory.

Identification Badge Information. Chairman Laws requested that the identification badge information slips sent to all commissioners be returned as soon as possible. She also requested that all commission members inform Director Fuller of the times that they will be available to have their pictures taken.

Discussion of Possible Change of Meeting Site. Chairman Laws informed the Commission that there may be a need to discuss a change of meeting place for the monthly meeting. Director Fuller confirmed that Juvenile Hall Director Steve LaPlante had expressed

some concern over the fact that the new courtyard wire fence had to be left unlocked, thus compromising the integrity of the recently implemented security measures, in order that the public have access to the Commission's monthly meeting. Mr. LaPlante's suggestion was that the Commission hold its meeting in the Probation Services Building cafeteria. Chairman Laws inquired about CPO Jordan's feelings on the matter, and Mr. Jordan deferred until he could consult with Mr. LaPlante. Chairman Laws agreed to consult with the CPO prior to the next monthly meeting, and advised the Commission and public to be alert for the announcement of a possible change in the meeting site.

Next Executive Committee Meeting. Chairman Laws announced that the next Executive Committee Meeting will be on Thursday, May 24, 1990 at 5:15 p.m.. Chairman Laws indicated that Judge Munson has been invited to the May 24th committee meeting, but will be unable to attend. Judge Wonder will also be unable to attend.

Juvenile Justice Commission Retreat. Chairman Laws announced that the JJC retreat will be held on Saturday, May 12, 1990. As a result of the expense of hiring a facilitator the retreat will be shifted from the Meridian hotel to the conference room of Commissioner Cohn's office. The sessions will begin promptly at 8:30 a.m. A continental breakfast will be served and lunch will be provided by Knights catering service. Judge Wonder will participate in the late morning section, giving his view of the Commission's relationship with the Court. CPO Jordan will attend the lunch. The retreat's focus will be on examing the Commission's mission statement and redefining its function in light of the advent of the JPC. Chairman Laws also passed out a tentative list of standing rules suggestions for the Commission. Chairman Laws estimated that the retreat will end at approximately 3:30 p.m..

COMMITTEE REPORTS

Standing Committees:

Probation Committee. No report.

Institutions Committee. No report.

Special Committee:

Subcommittee on Bylaws. Chairman Laws reported in Commissioner Courtney's stead, that a draft of the bylaws was being typed by Ms. Courtney's secretary to be submitted to the commission members at the retreat.

Subcommittee on Juvenile Hall. Chairman Cohn reported to the Commission that the follow-up report on the Conditions in Juvenile Hall is being typed for amendment and approval by the Commission.

Subcommittee on Log Cabin Ranch. Chairman Laws reported that the report on the riot at Log Cabin Ranch was still in progress and not ready to be submitted to the full commission.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT.

DPC liaison Jane Asselin reported to the Commission that she had recently returned from vacation abroad and was unable to make a report at that time. However, she promised to give a report of the last three months of DPC activity at the June meeting.

OLD BUSINESS

Confirmation of Committee Appointments. Chairman Laws aprised the commission that upon reading the bylaws she discovered that the appointments to committees which she had made during the April meeting were invalid until confirmed by Commission vote.

It was moved, seconded, and carried:

> That the committee appointments made during the April meeting are confirmed.

Treasurer's Report. Commissioner Collins reported that the Commission account contains $20.56. Chairman Laws explained that the lowness of the amount is due to the fact that new funds have not been placed in the account because the commissioners' travel expense checks (which are normally deposited therein) are delayed as a result of the changeover to the Superior Court budget.

Secretary's Report. No report.

Reporting of Hours. Chairman Laws again encouraged commissioners to report their hours of commission work.

NEW BUSINESS No report.

ADJOURNMENT

The meeting was adjourned at 4:20 p.m..

Arla Escontrias

Arla Escontrias, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

MEETING AGENDA

JUNE 7, 1990, 4 P.M., YGC CHAPEL

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES
- IV. COMMUNICATIONS
- V. JUDGE'S CORNER: HONORABLE ROY L. WONDER
- VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.
- VII. CHAIRMAN'S REPORT: BEATRICE CHALLISS LAWS
  - A. PROPOSAL FOR REVISING JJC COMMITTEE STRUCTURE
  - B. CONFIRMATION OF COMMITTEE APPOINTMENTS
  - C. PROPOSAL ON OUT-OF-HOME PLACEMENT STUDY
- VIII. COMMITTEE REPORTS

  STANDING COMMITTEES
  - A. PROBATION COMMITTEE
  - B. INSTITUTIONS COMMITTEE
  - C. COURT/WARDSHIP COMMITTEE
  - D. FACILITIES COMMITTEE

  SPECIAL COMMITTEES
  - A. SUBCOMMITTEE ON BYLAWS
  - B. SUBCOMMITTEE ON JUVENILE HALL REPORT
  - C. SUBCOMMITTEE ON LOG CABIN RANCH SCHOOL REPORT
- IX. DELINQUENCY PREVENTION COMMISSION REPORT
- X. OLD BUSINESS
  - A. TREASURER'S REPORT
  - B. SECRETARY'S REPORT
- XI. NEW BUSINESS
- XII. ADJOURNMENT

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Minutes of the June 7, 1990 Commission Meeting.

CALL TO ORDER

Chairman Laws convened the meeting at 4:05 p.m.

COMMISSIONERS PRESENT

Beatrice Laws, Steve Cohn, Arla Escontrias, Don Chan, C. Don Clay, Ruth Cowan, Magdalynne P. Gates, Frank Kelleher, Stephanie Mischak, Raymond Shonholtz

COMMISSIONERS EXCUSED

Henry Collins, Sylvia Courtney, James Loyce

COMMISSIONERS ABSENT None

JUVENILE COURT/PROBATION DEPARTMENT

Judge Roy L. Wonder, Fred E. Jordan, Jr., Steve LaPlante, Felton Williams

STAFF Micheal H. Fuller

GUESTS See Sign-In Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the May meeting be approved as corrected.

COMMUNICATIONS

The correspondence folder was circulated to the Commissioners. Secretary Escontrias identified six items of which she recommended the Commission take note: 1) an invitation from the San Francisco Delinquency Prevention Commission (DPC) to a Celebration of Our Community on June 11, 1990; 2) a letter from Henry Der, Executive Director of Chinese for Affirmative Action, inviting the Commission to attend a forum on upward mobility for minority civil servants; 3) a memo rescheduling the AB90 Youth Services Task Force meeting to July 11 , 1990; 4) a memorandum from Chief Probation Officer (CPO) Fred E. Jordan, Jr. regarding the creation of a system for responding to citizen complaints in the probation department; 5) the May 23, 1990 Juvenile Probation Commission (JPC) meeting minutes; 6) a job announcement for a placement consultant for the San Francisco Juvenile Probation Department.

JUDGE'S CORNER The Honorable Judge Roy L. Wonder.

Judge Munson's Regrets. Judge Wonder reported that Judge Munson was in trial and sent his regrets.

Adjustments to the Juvenile Court. Judge Wonder described several adjustments to the juvenile court's operations to increase its efficiency. Juvenile Court Commissioner Friedman is being shifted from Courtroom 29C to 29B to conduct detention hearings. Juvenile Court Commissioner Cincotta will use his chambers,which have been converted into a courtroom to conduct "continued matters" (i.e., pre-trial motions, progress reports, etc.). Judge Wonder also reported that the juvenile court is short of court clerks to process the court's business, and is experiencing difficulty keeping up with the enormous flow of paper. The Civil Service Commission's eligibility list has expired, making the immediate hiring of additional personnel difficult.

Youth Guidance Center (YGC) Bond Issue. Judge Wonder reported that he and CPO Jordan had attended a meeting (June 7, 1990) of the Capital Improvement Advisory Committee to discuss a bonding proposal for a new youth guidance center. The meeting was chaired by the City's Chief Administrative Officer, Rudy Nothenberg. Discussed at length was the bonding report developed by the Jefferson Company.

Commissioners Mischak and Cowan inquired about the possibility of non-civil service hiring to fill the court clerk vacancies, and commented on the issue of maintenance provisions for the proposed new youth guidance center.

CHIEF PROBATION OFFICER'S REPORT (CPO) Fred E. Jordan, Jr.

Log Cabin Ranch (LCR) Director's Illness. CPO Jordan reported on the hospitalization of Joe Berkowitz for a suspected "silent" heart attack in early June. Mr. Jordan announced that test results had proven negative with regard to the heart attack, and that the diagnosis was that Mr. Berkowitz was suffering from exhaustion and stress. He is expected back at work during the first week of July.

YGC Bond Issue. CPO Jordan addressed the issues of site location and bed numbers in the proposed facility. He reported that the Capital Improvement Advisory Committee would meet during the week of June 11th to finalize its position on those issues before passing on its recommendations to the Board of Supervisors.

Exempt Probation Department Positions. Mr Jordan reported that he had sent a letter to the Board of Supervisors requesting that the positions designated for exemption by the Juvenile Probation Commission be placed on the Board's calendar. Before such an exemption can be executed the Board must pass a resolution approving the action.

Training. CPO Jordan next described the training programs he was putting into effect in the juvenile probation department. He announced that on June 22nd the department's secretaries would receive comprehensive training at the Presidio. Mr. Jordan reported that on June 4th Dr. Bob DeComo had begun training and consultation on the development of a classification system to be put into effect in the department. Additionally, CPO Jordan described three days of training for his detention supervisors by Dr. Mel Brown of Louisiana. Mr. Jordan also noted the lack of a formal policy and procedures manual in the probation department. As a result, Mr Jordan announced that on June 13th and 14th

he had scheduled training and consultation on the development of a policy and procedures manual.

Mr. Jordan and Judge Wonder responded to questions and comments from Commissioners Escontrias, Cohn and Laws on affirmative action, the policies and procedures development process, and the site selection possibilities of the new YGC.

CHAIRMAN'S REPORT Beatrice Challiss Laws

Retreat Report. Chairman Laws reported on the Juvenile Justice Commission's (JJC) May 12th retreat. All but two commissioners attended. She reported that by the retreat's end all commissioners present had concluded that rather than retain the commission's old committee structure, it made more sense for the commission to divide into two main groups. One group will look into the existing lockup situations, and is called the "Facilities" committee. The other, tentatively referred to as the "Court/Wardship" committee, will inquire into the remaining areas (i.e., the juvenile court, probation, dependency, out-of-home-placement, etc.). She advised the commission that the proposal would require a revision in the commission bylaws, thus necessitating a motion to revise.

It was moved, seconded and carried:

> That the committee structure be revised in the commission bylaws, and that such revision be confirmed in the next regular meeting.

Interim Appointment of New Committee Chairmen. Chairman Laws announced that in the interim she has appointed Steve Cohn to chair the Facilities committee and Don Chan to chair the Court/Wardship committee.

It was moved, seconded and carried:

> That Commissioners Cohn and Chan be confirmed as chairmen of the facilities and court/wardship committees, respectively.

Proposal for Out-of-Home-Placement Study. Chairman Laws reported the reception of a letter from Commissioner Mischak proposing that the JJC consider reviewing out-of-home-placements used by the City and County of San Francisco with an eye toward discovering how group homes are monitored. She described a meeting on May 15, 1990 with CPO Jordan, JPC Chairman Vincent Schiraldi, Commissioners Escontrias, Mischak,and JJC Director Fuller. The consensus arising out of the meeting was that the main work on such a proposal would in the initial stages fall to the JJC, and Mr. Fuller specifically. The question was raised as to whether this was really feasible with the other work that the commission is doing.

The proposal was reviewed by the executive committee of the commission on May 31, 1990, and a determination was made to send the matter to the court/wardship committee. The court/wardship committee will determine whether the matter is a priority, and if the first stage of the proposed survey, a feasibility study, is advisable. The court/wardship committee had not met on the matter at this reporting. Commissioner Mischak reiterated her encouragement that the commission take on some of the initial information gathering, as did Commissioner Cowan. Additional discussion was made by Commissioners Cohn, Escontrias and Mischak on the proposed survey and on the subject of Vision Quest.

June Executive Committee Meeting. The June meeting of the Executive Committee will be held on June 21, 1990 at 5:15 p.m. in the JJC office. Chairman Laws announced that she is trying to schedule all executive committee meetings two weeks before the regular monthly meeting. Only commissioners are invited.

Budget Hearing. Chairman Laws announced that the budget hearings are scheduled to be held between June 13th and 22nd. The specific date on which the probation department's budget will be heard has not been posted. Chairman Laws stated that she expected the JJC to have to appear to support the refunding of the JJC director's position. Commissioner Mischak asked for letters of support for the probation department and JJC budget items.

Announcement. Chairman Laws turned the floor over to Juvenile Court Coordinator Felton Williams. Mr. Williams announced a luncheon honoring Judge Roy L. Wonder, who is scheduled to return to city hall on June 30th. The luncheon will be held on June 29th at 11:30 a..m. in the Yet Wah Restaurant in Diamond Heights.

COMMITTEE REPORTS

Standing Committees:

Probation Committee. No report.

Institutions Committee. No report

Court/Wardship Committee. Commissioner Escontrias reported in Commissioner Chan's stead. The committee has been unable to convene a meeting and is looking for a meeting time which all committee members can attend. Commissioner Chan had prepared a handout which was circulated to the committee members. A copy of Commissioner Mischak's letter proposing the out-of-home-placement survey will be supplied to all committee members. The court/wardship committee will have the duty of drawing up the JJC director's evaluation.

Facilities Committee. Committee Chairman Cohn announced that the committee has not met. He proposed that the committee members consider June 12th as a suitable meeting time. The facilities committee will have the duty of drawing up the ombudsman's evaluation.

Special Committees:

Subcommittee on Bylaws. Chairman Laws reported in Commissioner Courtney's stead. She stated that the commission will have a draft of the revised bylaws, including the committee restructuring, mailed out for adoption at the next meeting.

Subcommittee on Juvenile Hall. Commissioner Cohn stated that the follow-up report on Juvenile Hall is not finished. Mr. Cohn announced that pending a few minor adjustments and approval of the whole commission, the report should be ready for publication before the next regular meeting.

Subcommittee on Log Cabin Ranch. Chairman Laws announced that the Log Cabin Ranch Incident report was still in progress, and would be released at a special mid-month meeting if it could be completed before the next regular meeting.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT

Chairman Laws announced to the commission that she has received a call from DPC liaison Jane Asselin in which Ms. Asselin expressed her regrets for being unable to attend the June meeting. Ms. Asselin promised to attend the July meeting and give a report on the last four months of DPC activity. Ms. Asselin also encouraged all commissioners to attend the June 11th party.

OLD BUSINESS

Computers for Log Cabin Ranch. Commissioner Gates informed the commission that she had received a phone call from a probation department representative inquiring about her ability to aid the department in procuring computers for a program planned at Log Cabin Ranch.

Treasurer's Report. JJC director Fuller, acting in Commissioner Collins' stead, reported that the commission account contains $17.96. Mr. Fuller informed the commission that the reimbursement for meeting expenses, monies normally donated to the commission account by the commissioners, is still forthcoming.

Secretary's Report. Commissioner Escontrias encouraged all commissioners to accurately report their hours of commission participation.

NEW BUSINESS

Conference Travel Expense. Chairman Laws announced to the commission that Commissioner Collins was requesting travel expenses from the commission's travel fund to partially cover his costs of travel and attendance to a NCIA conference in Arlington, Virginia (June 20-22, 1990). After discussion (Commissioners Escontrias, Cowan, Laws, Clay, Gates, and Shonholtz) on the lack of a precedent and the need for the executive committee to meet and develop a procedure for granting commissioners' requests for travel reimbursement, it was decided that the commission will send CPO Jordan.

It was moved, seconded and carried:

> That the Juvenile Justice Commission travel funds be used to send CPO Fred E. Jordan, Jr. to the NCIA Conference in Arlington Virginia.

AUDIENCE PARTICIPATION

Travel Fund Discussion. Lanric Hyland inquired about what had become of Commissioner Collins' request for travel reimbursement, noting that Mr. Collins had brought the matter to the commission's attention, and that the travel fund would have monies remaining after the allocation for CPO Jordan's expenses. Further discussion ensued on the merits of sending both Commissioner Collins and CPO Jordan, and what portion of the travel funds should be alloted to the respective travelers.

It was moved, seconded and carried:

> That the executive committee will have the authority to grant the remaining monies left in the travel fund after allocation for CPO Jordan's expenses to

> Commissioner Collins' expenses, if Commissioner Collins still wishes to attend and consents to making a report on his activities at the conference.

Honoring Judge Wonder. Commissioner Cowan raised the issue of the appropriateness of making a special gesture to honor Judge Wonder. Chairman Laws responded that all prior gestures of this nature by the commission had been tendered in a private setting, however, it was possible to include a gesture of the commission's appreciation in the ceremonies of the luncheon honoring Judge Wonder.

It was moved, seconded and carried:

> That a plague and/or citation be presented to Judge Wonder for his service to the juvenile court during the June 29th luncheon.

Commissioners Cowan and Kelleher were assigned to acquire the plague and make the preparations for the presentation.

Ombudsman Update. Tom Rinaldo gave a brief report on his first week on the job as the ombudsman, including his meeting with Guy Crouch, ombudsman for the City and County of San Francisco adult jail, on how the ombudsman duties were beginning to take shape, and regarding his on-going orientation to the job areas. He encouraged, with Chairman Laws' agreement, that the contract with the commission's proposed consultant be engaged as soon as possible.

Juvenile Hall Update. Juvenile Hall Director Steve LaPlante gave an update on the capital improvement process and program additions to juvenile hall.

ADJOURNMENT

The meeting was adjourned at 5:35 p.m.

Arla Escontrias, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

JUVENILE JUSTICE COMMISSION

June 18, 1990

The agenda for the special meeting is missing

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

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Minutes of the June 18, 1990 Special Commission Meeting.

CALL TO ORDER

Chairman Laws convened the meeting at 5:55 p.m..

COMMISSIONERS PRESENT

Beatrice Laws, Steve Cohn, Arla Escontrias, Henry Collins, Don Chan, Ruth Cowan, Magdalynne Gates, Frank Kelleher, Raymond Shonholtz

COMMISSIONERS EXCUSED

C. Don Clay, Sylvia Courtney, James Loyce, Stephanie Mischak

COMMISSIONERS ABSENT None

JUVENILE COURT/PROBATION DEPARTMENT

Fred Jordan, Steve LaPlante

STAFF Micheal H. Fuller

GUESTS See Sign-in-Book

CHAIRMAN'S INTRODUCTION

Chairman Laws introduced the purpose of the special meeting, stating that the Juvenile Justice Commission was calling the meeting to release the commission's report, *A Second Look: Follow-up To The May 1989 Report On Conditions In Juvenile Hall.* Chairman Laws referred to the specific rules which cover the issuance of commission reports. The rules are governed by the statute under which the commissioners serve, and are augmented by a special process arising from the city attorney's opinion in which the report is incorporated into the commission minutes. Chairman Laws then asked Commissioner Shonholtz to read relevant portions of the city attorney's opinion which interpret sections 229 and 230 of the California Welfare and Institutions Code.

It was moved, seconded and carried:

> That the commission:
>
> (1) adopt the contents of the report as prepared; and
>
> (2) incorporate by reference the contents as though fully set forth into the record of this meeting; and
>
> (3) that the report be submitted to the Supervising Judge of the Juvenile Court and the California Youth Authority; and

(4) that the report be made public to the public; and

(5) that the report be transmitted to the Juvenile Probation Commission of the City and County of San Francisco and the Chief Juvenile Probation Officer of the City and County of San Francisco.

DISCUSSION

Commissioner Cohn described the authorship process and gave thanks to all the persons involved in the development of the report. Commissioner Kelleher thanked Commissioner Cohn for his leadership in the process. Commissioner Laws suggested that all questions about the report be given to the Commission in writing and deferred until the next regular meeting of the commission.

COMMISSION COMMENTS

Absentee Statement Commissioner Mischak, who was unable to attend the special meeting, had prepared a statement on the report which she requested be read into the minutes. The commission discussed the appropriateness of reading an absent commissioner's statement into the minutes, and noted that there was no provision in the commission bylaws for such an action.

It was moved, seconded and carried:

> That the procedure for a commissioner to submit a written statement when absent and a report is being issued, be placed on the agenda under New Business for the next regular meeting.

AUDIENCE PARTICIPATION

Chief Probation Officer's (CPO) Statement. CPO Fred E. Jordan, Jr. remarked that he had read the report (presented to him the previous day, by commission custom). He noted that he accepted the report with some disappointment but allowed that it would help the probation department focus on the needed plans and remedies necessary for correcting the problems noted in juvenile hall. CPO Jordan also identified policy changes in progress

Commissioners Gates and Collins commended the CPO for the forthrightness with which he accepted the report, and offered their assistance in correcting the problems.

ADJOURNMENT

The special meeting was adjourned at 5:17 p.m.

Arla Escontrias, Secretary

Micheal H Fuller

Micheal H. Fuller, Director

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA. 94127

(notice of) MEETING AGENDA

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JULY 5, 1990, 4 P.M., YGC CHAPEL

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: HONORABLE DOUGLAS MUNSON

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VII. CHAIRMAN'S REPORT: BEATRICE CHALLISS LAWS

VIII. COMMITTEE REPORTS

STANDING COMMITTEES
A. COURT/WARDSHIP COMITTEE
B. FACILITIES COMMITTEE

SPECIAL COMMITTEES
A. SUBCOMMITTEE ON BYLAWS
B. SUBCOMMITTEE ON LOG CABIN RANCH SCHOOL REPORT

IX. DELINQUENCY PREVENTION COMMISSION REPORT

X OLD BUSINESS

A. TREASURER'S REPORT
B. SECRETARY'S REPORT

XI. NEW BUSINESS

XII. ADJOURNMENT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
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Minutes of the July 5, 1990 Commission Meeting.

CALL TO ORDER

5|90

Chairman Laws convened the meeting at 4:06 p.m.

COMMISSIONERS PRESENT

Beatrice Laws, Steve Cohn, Henry Collins, Don Chan, Sylvia Courtney, Ruth M. Cowan, Frank P. Kelleher, Stephanie Mischak

COMMISSIONERS EXCUSED

Arla Escontrias, C. Don Clay, Magdalynne P. Gates, James Loyce, Raymond Shonholtz

COMMISSIONERS ABSENT None

JUVENILE COURT/PROBATION DEPARTMENT

Judge Douglas Munson, Fred E. Jordan, Jr., Steve LaPlante, Melinda Mills, Joe Berkowitz, Felton Williams, Brenda Payton

STAFF Micheal H. Fuller

GUESTS See Sign-In Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That approval of the June 7, 1990 regular meeting minutes be delayed until the August 2, 1990 meeting.

It was moved, seconded and carried:

> That the minutes of the June 18, 1990 special meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the Commissioners. Chairman Laws, acting in Secretary Escontrias' stead, identified the following items from the folder as meriting special note: 1) an announcement by Dr. Ron Lewis (Psychiatry Clinic) on the Teddy Bear Project; 2) a letter from Rich Rose (Assistant Deputy Director of the Youth Authority) to Fred E. Jordan, Jr. stating that the CYA 1989 inspection found Log Cabin Ranch School in compliance with state requirements; 3) a letter from the Probation Officers' Association to the Board of Supervisors on the bond issue to build a new Youth Guidance Center (hereafter YGC); 4) a letter from John Giannini (supervising counselor, juvenile hall) to Vincent Schiraldi (Chairman, Juvenile Probation Commission, hereafter JPC) concerning the safety retirement pay for counselors; 5) a June 28th letter from Juvenile Justice Commission (hereafter JJC) Vice-Chairman Steve Cohn to Chief Probation Officer (hereafter, CPO) Fred E. Jordan, Jr. requesting a response to the recommendations in the JJC report, *A Second Look.*

JUDGE'S CORNER The Honorable Judge Douglas Munson

Judge Wonder's Thanks. Judge Munson expressed Judge Wonder's thanks to the commission for its support and help during his tenure as the supervising judge of the juvenile court.

Judge Alex Saidamando. Judge Munson informed the commission that a new assistant supervising judge had been assigned to the juvenile court to assume Judge Munson's former duties. Judge Saldamando will begin his assignment on July 9, 1990.

Transition Policies. Judge Munson informed the commission that pending review, there would be no immediate changes in the juvenile court policies in operation under former Supervising Judge Wonder.

Support for the Juvenile Justice Commission. Judge Munson stated that he "solidly supports" the commission and the work that the JJC does.

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

NCIA Conference. CPO Jordan thanked the commission for sponsoring his trip to the conference on institutional alternatives in Arlington, Virginia. He reported on the advocacy and adolescent treatment workshops which he attended. Mr. Jordan responded to questions from commissioners Courtney and Cowan regarding programs which utilized the conference's philosophies, and new ideas in the institutional alternatives field.

Youth Guidance Center Bond Issue. Mr. Jordan gave a brief history of the bond issue to build a new YGC. On July 2, 1990 the bond issue was amended and continued for one week for further hearing on July 9, 1990 by the Board of Supervisors. Assisted by Deputy City Attorney Loretta Giorgi, CPO Jordan responded to commission questions about the bond issue on the following subjects: the seventy-two (72) bed projection for the proposed juvenile hall; the appropriations process for adjusting the number of beds in the proposed juvenile hall; and concerns expressed about the bond issue by the Supervisors during the July 2nd hearings. In response to commissioners' questions, Ms. Giorgi stated that the bond issue does not preclude increase or decrease in the number of rooms or beds to be provided in the juvenile hall.

Population Count. Mr. Jordan, assisted by the Director of Juvenile Hall, Steve LaPlante, responded to the commission's written concerns that the juvenile hall was overcrowded and out of compliance with the requirements of the California Code of Regulations Title 15 minimum standards during the months of March, April, and May, 1990. They emphasized that the monthly average of minors detained in the first six months of 1990 had declined when compared to the first six months in 1989. Mr. LaPlante described the effort to reduce the average total of out of service rooms. Mr. Jordan said that, in order to maintain a lower population count, there is a daily review of the juvenile hall house list by the acting director of probation services and the supervising senior probation officers to cull out eighteen year old detainees, first contact misdemeanor cases, youths under thirteen, and youths who have been detained beyond sixty days. Mr. Jordan also stressed that the renewal of the Bayview Hunters Point Foundation contract for home detention, combined with the hiring of a home detention probation officer would provide the department with the opportunity to expand its home detention capabilities to forty cases as compared with its present level of approximately twenty-five youths. An additional ten youths would be carried by the home detention probation officer under the department's own home detention auspices.

Additionally, the Community Services Director, who is expected to be hired after August 1, 1990, will design, develop and oversee a community-based facilities program establishing standards for supervision to be implemented in the contractual relations

with service providers which the department utilizes (i.e. Youth Advocates, Bayview Hunters Point Foundation, Omega Boys Club, etc.). Mr. Jordan stated that the addition of a Community Services Director should allow the department to increase its community-based services and programs. Finally, Mr. Jordan suggested that the Robert Woods Johnson Grant may allow the department to reduce its population by approximately ten youths in the 10-13 year old range in the future, by preventively engaging the youths. A department position will be funded with the monies available from that grant. Mr. Jordan acknowledged that the population count usually drops during the summer, but he pointed out that recently it had gone as low as ninety and that the count as of that day was ninety-five.

Mr. Jordan responded to questions from commissioners Cohn and Collins on the issues of a contingency plan to avoid overcrowding in the cottages for future periods of high population count in the juvenile hall; on the suitability of the W-3 unit (formerly the West Portal Residential Center) for housing the overflow from high population counts; on the number of days per month of overcrowding as opposed to the monthly average as a true gauge of the overcrowding risk to the staff and detainees; and on the length of time required to bring rooms out of service back into use.

Policies and Procedures for Risk Assessment on Pre-Adjudication Detentions. (See Facilities Committee below.) Mr. Jordan began by responding that prior to 1988 seventy-six percent (76%) of all youths brought to the juvenile hall were booked and detained. In an effort to make the detention decisions less arbitrary and more scientific, the department enlisted the aid of the National Council on Crime and Delinquency (hereafter NCCD) to develop an instrument with which to evaluate the criteria and information that informs a detention decision. The instrument, a numerical rating system, is used by senior probation officers to decide which youths will be detained in juvenile hall and which will be returned to their homes prior to their first detention hearing before the juvenile court. The probation officers can override the rating system in special cases. The override is used, according to Mr. Jordan, in approximately fifty-two percent (52%) of the cases---an unusually high percentage when compared with other jurisdictions which use a rating instrument to make such decisions. Ten percent (10%) or less is standard in other jurisdictions. Mr. Jordan suggests that this indicates that the senior probation officers utilizing the instrument do not trust it. Thus it has become necessary to require the senior probation officers to contact their supervisor before utilizing the override and to have them write a report justifying the override. Additionally, Mr Jordan stated that he anticipated refining and making the criteria necessary for detention more restrictive. He stated that NCCD has found that in other jurisdictions where such provisions were implemented the public safety continued to be served and balanced well against the needs of the child.

Mr. Jordan then turned the task of supplying further information on the risk assessment instrument to supervising senior probation officer Melinda Mills. Ms. Mills began by discussing the override, She stated that it works both in the direction to release as well as to detain. .She described some of the circumstances which usually attend each of the directions (i.e., no adult to return the minor to in the case of the override decision to detain). Commissioners Cohn, Laws, Cowan, Courtney, and Collins inquired on the following matters: the nature of the overrides; on staff attitudes toward the risk assessment instrument; on the procedure of counting only the most serious charge of each categorized grouping of crimes with which the minor may be charged; on what parental resistance to the return of the youth home may indicate about the minor; on the fact that the instrument does not allow a reviewer to know all of the charges of which the minor may be accused; and on how home detention is used in conjunction with the risk assessment instrument.

It was moved, seconded and carried:

That the concerns of the commission about the detention criteria instrument be referred to the court/wardship committee for review; and that the committee provide its findings to the CPO in order that he may address them to his consultant.

Mr. Jordan's then responded to the recommendations contained in the JJC report, *A Second Look: Follow-up to the May 1989 Report on Conditions in Juvenile Hall.*

General Policy and Procedures. Mr. Jordan began his comments by passing out a letter from John J. Greene, Director of Training and Contracts for the American Correctional Association. The letter outlined the developmental process for creating a comprehensive policy and procedure manual. Mr. Jordan stated that he wanted to address the policy deficiencies within the department and the two institutions from a systemic approach. Mr. Jordan indicated that his intention is to fully follow the recommendations of Mr. Greene. That is, the development process will take from six to twelve months. Mr. Jordan announced that he had named Ms. Sandra Clayborn of the department's Information Services Unit to act as the task force coordinator for the process. Mr. Jordan also described the task force subject area divisions. Finally, Mr. Jordan assured the commission that with regard to the policy and procedure areas for which the juvenile hall was most vulnerable (i.e., escapes and fire safety, etc.), he has given immediate instructions to have policies put in place.

Discipline Policy. Mr. Jordan announced that the new juvenile hall discipline policy should be completed by July 6, 1990. He also stated that the policy would be reviewed for legal sufficiency by Ms. Loretta Giorgi of the City Attorney's office. As soon as the review is completed the department will employ the services of Herman Bosset, training consultant from Alameda County Juvenile Hall, to train the juvenile hall's counselors in the use of the discipline policy and procedures.

Messrs. Jordan and LaPlante responded to the concerns of Commissioners Kelleher, Cowan and Cohn on the need for training temporary staff in the use of the discipline policy and on the finalization of the room confinement policies

Grievance Procedure. Mr. Jordan reported that the Grievance Procedure draft had been submitted to him and he did not approve it. Instead he returned it to Director LaPlante for redrafting. Mr. Jordan has given orders to include the ombudsman, Tom Rinaldo, in the redrafting process.

Escapes. Mr. Jordan announced that the escape policies and procedures will be included in the general policy development process. In the interim, he has given instructions for each division to promulgate policies and procedures according to the specific needs of that division. Mr. Jordan indicated that the general policy manual when developed also will approach the issue of escapes in that manner. Mr. Jordan reported that there have been four escapes from juvenile hall and two from probation services in this calendar year.

Serious Incident Report. Beginning in July, the department will be producing a serious incident report which will log escapes, accidents, fires, attempted suicides, suicides, assaults on staff, fights between juveniles and gang incidents. Although, the report will be compiled and published on a monthly basis, the incidents will be reported to the CPO on a daily basis.

Staff Evaluations. Mr. Jordan announced that the staff evaluations have not been completed. He stated that there was no excuse for them not being completed and that he had ordered that they be completed by August 5, 1990.

Juvenile Hall Step Programs. In response to Commissioner Cohn's query on the state of the cottage step programs, Mr. Jordan stated that he is not happy with the programming

in juvenile hall. He stressed that while he refused to assign blame for the state of the programming, he intended to bring in outside expertise to improve the entire system of programs in juvenile hall, not just the step programs.

CHAIRMAN'S REPORT Beatrice Challiss Laws

Resignation. Chairman Laws announced that she had received a letter from Commissioner Mischak stating that Ms. Mischak had to resign from the JJC. Chairman Laws stated her regrets and thanked Commissioner Mischak for her valued service to the JJC.

It was moved, seconded and carried :

> That the Juvenile Justice Commission would accept Commissioner Mischak's resignation with regret.

Executive Committee Meeting. Chairman Laws announced that the next JJC executive committee meetings will be held on July 19,1990 and August 16,1990 at 5:15 p.m. in the JJC office. Only commissioners are invited.

Trial Relocation of Regular JJC Meeting. Chairman Laws announced that Director LaPlante of the juvenile hall has requested that the JJC move its regular meetings to the YGC cafeteria in an effort to free the YGC chapel earlier for the evening detainee programs. The move will be made on a trial basis.

Judge Wonder's Farewell Party. Chairman Laws commended Juvenile Court Coordinator Felton Williams and Juvenile Court Secretary Brenda Payton for a job well done in the planning and giving of Judge Wonder's farewell party.

Welcome Back. Chairman Laws welcomed Joe Berkowitz back to his position as Log Cabin Ranch Director. Mr. Berkowitz was returning from a recent illness.

Bylaws Appointment. Chairman Laws announced the appointment of Commissioner Cowan to the Subcommittee on Bylaws

Standing Committees:

Court/Wardship Committee. Commissioner Chan expressed his regrets at being unable to get his committee to meet due to some unusual scheduling conflicts of the committee's members. He was optimistic that in the week of July 9-13 the committee would meet. Commissioner Chan also announced that he had made some preliminary inquiries relative to the proposed out-of-home-placement study.

Facilities Committee. Commissioner Cohn, made his report on the population overcrowding issue immediately after Mr. Jordan finished his remarks on the subject. He reported that as a result of the concerns raised during an inspection of the juvenile hall logbooks, the Facilities Committee had reviewed the Juvenile Hall Monthly Statistical Reports from January 1989 through May, 1990. The review had revealed that the cottages B-1, B-2 and B-3 were out of compliance in March, April and May 1990.

Mr. Cohn also observed that the commission had noted that the population count is affected by the risk assessment instrument for pre-adjudication detentions. He asked Mr. Jordan on behalf of the Facilities Committee and the commission what the policies and procedures are for risk assessment on such detentions. (See Mr. Jordan's response above.)

Special Committees:

Subcommittee on Bylaws. Chairman Laws reported that the committee had completed a redrafting of the bylaws which it intended to present to the full commission. However, the new commission standing rules are not finished. The standing rules are intended to cover most commission business not explicitly dealt with in the bylaws.The committee will finish its standing rules and present the bylaws and the standing rules together to the full commission..

Subcommittee on Log Cabin Ranch. Chairman Laws reported that the report on the Log Cabin incident has not been finalized.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT

Awards Ceremony. DPC liaison Jane Asselin reported that the DPC held an awards ceremony in June. Cash awards were presented to eleven youths and one agency for their successful contribution to the prevention of juvenile recidivism. Additionally, a plaque instead of cash was awarded to a DPC commissioner.

Youth Employment Coalition. In implementing the DPC's "185 Voices", the DPC is developing a jobs clearing house with PG&E and other businesses which are decreasing their size. A series of breakfasts are planned for the fall.

Lobbying. DPC will be lobbying the Board of Supervisors on various departmental budgets for children's programs and DPC's own budget.

Racism and Homophobia. The DPC held an all day conference on racism and homophobia problems.

State Inter-agency Council. In September, the DPC will host the State Inter-agency Council (youth agencies).

OLD BUSINESS

Bylaws Revision. Chairman Laws informed the commission that it needed to make a bylaws revision by vote to provide for the two new commission committees---the Facilities Committee and the Court/Wardship Committee.

It was moved, seconded and carried:

> That the bylaws be revised to provide for the adoption of the commission's two new committees---the Facilities and the Court/Wardship committees.

Travel Expenses. Chairman Laws called for a motion to ratify the commission's use of the travel expense monies in the Superior Court budget for funding the Arlington Virginia NCIA conference trips of CPO Jordan and Commissioner Henry Collins.

It was moved, seconded and carried:

> That the travel expenses utilization as determined by the executive committee be ratified.

Bylaws Appointment. Chairman Laws called for the commission to approve the appointment of Commissioner Cowan to the Subcommittee on Bylaws.

It was moved, seconded and carried:

> That the appointment of Commissioner Cowan to the Subcommittee on Bylaws be approved.

NEW BUSINESS

Dissenting Comments to Reports. Chairman Laws reminded the commission that in the June meeting the commission had assigned the policy decision pertaining to those circumstances when commissioners wish to append additional or dissenting comments to the commission reports to this meeting's new business.

It was moved, seconded and carried:

> That the matter of creating a bylaw or standing rule regarding dissenting comments to commission reports be referred to the Executive Committee.

Commissioner Collins Report on the NCIA Conference. Commissioner Collins made a brief report on his attendance at the Arlington, Virginia NCIA conference. Commissioner Collins also provided conference materials for copying and distributing to the full commission.

Extension of the Meeting. The meeting had carried beyond its mandated adjournment time and required a commission vote to be extended.

It was moved, seconded and carried:

> That the meeting be extended to 6:30 p.m..

Bond Issue. Chairman Laws opened the discussion of the bond issue to build a new Youth Guidance Center to everyone present at the meeting.

Extension of the Meeting. The meeting again had carried beyond its mandated adjournment time and required a commission vote to be extended.

It was moved, seconded and carried:

> That the meeting be extended to 6:50 p.m..

Bond Issue. Discussion of the bond issue was continued with participation from the audience as well as members of the commission. Much of the discussion centered on the appropriate capacity of any new juvenile hall and the reliability of projections of the detainee population in future years. Several commissioners expressed their opinion that the reason they felt they could support the bond measure was because of the assurance by the City Attorney that the room and bed capacity of a new juvenile hall remained to be determined and is not "locked in" by the terms of the ballot measure.

It was moved, seconded and carried:

> That the JJC support the bond issue proposal to build a new Youth Guidance Center at the present center's site.

It was moved, seconded and carried:

> That before the Juvenile Justice Commission makes any further public statements on the bond issue, it investigates the details of the bond issue thoroughly.

Extension of the meeting. The meeting had gone past its voted extension and required an extension vote to continue.

It was moved, seconded and carried:

That the meeting be extended to 7:20 p.m..

Conveyance of Support for the Bond Issue. Commissioner Cohn presented the motion to the commission that it write a letter to the Board of Supervisors conveying the JJC's support for the YGC bond issue.

It was moved, seconded and carried:

> **That the JJC convey its support for the YGC bond issue to the Board of Supervisors.**

ADJOURNMENT

Chairman Laws asked if there was any further business. Noting no response, she called the meeting adjourned at 7:20 p.m..

Arla Escontrias

Arla Escontrias, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
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MEETING AGENDA

AUGUST 2, 1990, 4:00 P.M., CAFETERIA

SPECIAL NOTE: THE MEETING HAS BEEN MOVED FROM THE CHAPEL TO THE CAFETERIA.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: DOUGLAS MUNSON

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VII. **SPECIAL ORDER ITEM SET FOR 5:00 P.M.; JOINT JUVENILE JUSTICE COMMISSION AND DELINQUENCY PREVENTION COMMISSION SESSION:** PRESENTATION ON THE NOVEMBER BALLOT MEASURE TO BUILD A NEW YOUTH GUIDANCE CENTER---THE JEFFERSON COMPANY

VIII. CHAIRMAN'S REPORT: BEATRICE CHALLISS LAWS

IX. COMMITTEE REPORTS

STANDING COMMITTEES
A. COURT/WARDSHIP COMMITTEE
B. FACILITIES COMMITTEE

SPECIAL COMMITTEES
A. SUBCOMMITTTEE ON BYLAWS
B. SUBCOMMITTEE ON LOG CABIN RANCH REPORT

X. DELINQUENCY PREVENTION COMMISSION REPORT

XI. OLD BUSINESS

A. TREASURER'S REPORT
B. SECRETARY'S REPORT

XII. NEW BUSINESS

A. DISSCUSSION OF POSSIBLE COMMISSION POSITION TO BE PLACED ON THE NOVEMBER BALLOT PAMPLET

XIII. ADJOURNMENT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

Minutes of the August 2, 1990 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are three vacancies on the commission—one adult and two seats for San Francisco youths. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman Laws convened the meeting at 4:18 p.m..

COMMISSIONERS PRESENT

Beatrice Laws, Steve Cohn, Arla Escontrias, Sylvia Courtney, Ruth Cowan, Frank Kelleher, James Loyce

COMMISSIONERS EXCUSED

Henry Collins, Don Chan, C. Don Clay, Magdalynne Gates, Raymond Shonholtz

COMMISSIONERS ABSENT None

JUVENILE COURT/PROBATION DEPARMENT

Judge Douglas Munson, Judge Alex Saldamando, Fred E. Jordan, Jr., Judy Hogan, Joe Berkowitz, Janet Medina, Felton Williams, Brenda Payton

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the June 7, 1990 regular meeting be approved as mailed.

It was moved, seconded and carried:

> That the minutes of the July 5,1990 regular meeting be approved as corrected.

Correction: Jane Asselin, Delinquency Prevention Commissioner (hereafter DPC) and liaison to the Juvenile Justice Commission (hereafter JJC) requested the following change under the section of her July 5 report entitled, *Youth Employment Coalition:* "...businesses which are decreasing their size..." be changed to "...businesses of decreasing size (see p. 6)."

COMMUNICATIONS

The correspondence folder was circulated to the commissioners. Chairman Laws identified the following items from the folder as meriting special note: 1) a letter dated July 17, 1990 from Chief Probation Officer (hereafter CPO) Fred E. Jordan, Jr. to Beatrice Challiss Laws concerning a proposal for improving food service in juvenile

hall; 2) a letter from CPO Jordan to Beatrice Laws dated July 30, 1990 concerning the evaluation of programs funded by Tidelands monies. Chairman Laws alerted commissioners to the implementation of a new procedure for recording commission correspondence by way of a monthly summary listing.

JUDGE'S CORNER: The Honorable Judge Douglas Munson

Introduction of Judge Saldamando. Judge Munson introduced Judge Saldamando to the commission and the audience. Judge Saldamando expressed his pleasure at attending the commission meeting.

CHIEF PROBATION OFFICER'S REPORT: Fred E. Jordan, Jr.

Probation Department Mission Statement. CPO Jordan announced the undertaking of a project which he described as one of the most important issues of his tenure---the development of a mission statement for the probation department. He reported on the mailing of a questionnaire and cover letter soliciting professional and community opinions on the composition of the mission statement. Mr. Jordan identified some of the items contained in the questionnaire and Chairman Laws read the cover letter to the commission.

CHAIRMAN'S REPORT: Beatrice Challiss Laws

Executive Committee. Chairman Laws announced that the executive committee meeting will be held on Thursday, August 16,1990 in the JJC office at 5:15 p.m. All commissioners are requested to attend.

Mission Statement. Chairman Laws asked the commission whether it felt it should make a unified response to the mission statement questionnaire, or whether the commission should submit it's responses individually. After brief discussion it was decided that the commissioners would submit individual responses.

Ombudsman. Chairman Laws turned the floor over to Ombudsman Tom Rinaldo. Mr. Rinaldo reported that he now has an office---room 345 in the probation department administration building. His phone number is 753-7725. Mr. Rinaldo stated that he is ready to perform all the operations of the ombudsman office, and generally can be contacted in his office between 3:00 P.M.-5:00 P.M. on Mondays and Thursdays, and 10:00 A. M.-1:00 P.M. on Tuesdays. On other days Mr. Rinaldo will be in his office at other varied hours, as well as by appointment. An answering machine will take messages when he is out. Mr. Rinaldo also announced that a mailing would be sent out shortly to alert the community at large that his office is now in full operation.

Community-Based Services. Chairman Laws asked Judge Munson to report on his appearance before the Judicial Council Advisory Committee on Juvenile Court Law regarding the proposal for a coordinated community-based model program to be created under a proposed new legislative scheme in the Welfare and Institutions Code (section 400 et. seq.). Judge Munson expressed his support and the support of his colleagues who had experience in the juvenile court for a neighborhood-based program which he felt would meet and treat the needs of dysfunctional families and at-risk youths. Judge Munson characterized the hearings which he attended as fact-finding in nature.

COMMITTEE REPORTS

Standing Committees:

Court/Wardship Committee. Commissioner Courtney, acting in Commissioner Chan's stead, reported that the Court/Wardship committee (hereafter C/W) had recommended a scaled-down mini-survey in response to the proposal from former Commissioner

Retreat. Commissioner Asselin reported that the DPC will hold an all-day retreat on Saturday, September 15, 1990 for strategic planning.

Youth Employment Coalition. Commissioner Asselin announced that the DPC was continuing its work on the Youth Employment Coalition as well as its work with the Gay/Lesbian Youth Advisory Council.

Publishing. Commissioner Asselin reported that she was looking into publishing the findings of the DPC citywide conference on Youth Suicide and Ethnic and Sexual Minority Youth held in 1988.

Adolescents and HIV Infection. Commissioner Asselin advised the JJC that the DPC staff was reviewing and analyzing reports on Adolescence and HIV Infection.

OLD BUSINESS

Treasurer's Report. Director Fuller, acting in Commissioner Collins' stead, reported that the JJC account contained $54.56.

Secretary's Report. No Report

NEW BUSINESS

Change in Reporting JJC Participation. Chairman Laws reported to the commission that one of the changes being considered by the Subcommittee on Bylaws is a change in the manner that commissioners report their commission activities. Presently the commissioners report their participation in the form of hours. Chairman Laws apprised the commission that other, perhaps more appropriate, reporting formats are being considered.

November Voters' Pamphlet. Chairman Laws informed the commission that just prior to the meeting she had received an opinion from the Assistant City Attorney, Dennis Aftergut, that the commission could not submit an argument in the November voters' pamphlet. According to Mr. Aftergut, the commission, as an official government organization, is prohibited from giving endorsements.

ADJOURNMENT

Chairman Laws, asked if there was any further business. Noting no response, she called the regular session of the meeting adjourned at 4:56 P.M.. A fifteen minute recess was announced, with the joint JJC and DPC session to begin at 5:11 P.M..

JOINT SESSION:
DELINQUENCY PREVENTION COMMISSION
JUVENILE JUSTICE COMMISSION

Report on the August 2, 1990 Delinquency Prevention Commission and Juvenile Justice Commission Joint Session.

CALL TO ORDER

Chairman Laws convened the joint session at 5:15 P.M..

COMMISSIONERS PRESENT

Juvenile Justice Commission and Staff: See above

Mischak that the JJC participate in a joint out-of-home placement study with the Juvenile Probation Commission (hereafter JPC) and the Probation Department. She stated that the first stage of such a mini-study is to find out what existing materials and studies are available. To that end, Commissioner Courtney informed the commission that she had written a letter to CPO Jordan asking for a list of the placements used, the laws and administrative regulations which govern the placements and for any placement studies which had been conducted in the last ten years.

Commissioner Courtney also reported to the commission that the C/W committee had discussed a proposal that the commission undertake a study or project concerned with improving the processes of the juvenile court. She reported that a meeting with Supervising Judge Munson had been requested and set for August 14, 1990.

Finally, Commissioner Courtney referred to the matter of the evaluation of Tidelands (8-G) monies service providers. Chairman Laws stated that CPO Jordan,had responded to her inquiries on July 30, 1990 explaining that the programs do not have formal monitoring and evaluative components built in. Chairman Laws then read the letter to the commission.

It was moved, seconded and carried:

> That CPO Jordan's letter on the lack of formal evaluative components for the Tidelands monies service providers be referred to the Court/Wardship Committee for review.

Facilities Committee. Commissioner Cohn reported that the first item on the facilities committee agenda was the discussion of CPO Jordan's responses to the recommendations made in the JJC report *A Second Look.* It was decided that the committee would chart the department's statements and developments on a time line. Mr. Cohn went on to explain that in the past the commission had lost track of some of the issues needing monitoring that they had identified. The time line flow chart is a remedy to that problem.

Commissioner Cohn reported that the issue of the juvenile hall population count had been referred back to the executive committee. The issues and recommendations arising from the facilities committee's preliminary examination of the probation department risk assessment instrument for pre-adjudication detention were referred back to the court/wardship committee.

Commissioner Cohn inquired whether the juvenile hall discipline policy had been finalized. CPO Jordan responded that it had.

Special Committees:

Subcommittee on Bylaws. Chairman Laws reported that the subcommittee had been unable to meet at its agreed upon time, and had to be rescheduled.

Subcommittee on Log Cabin Ranch. Chairman Laws reported that the report on the Log Cabin Ranch incident was still in progress.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT

Friends of the DPC. DPC liaison Jane Asselin reported that the DPC is working on a Friends of the DPC fund raising arm with the City Attorney's office.

Budget. Commissioner Asselin announced that the DPC was still shepherding their budget through the Board of Supervisors, as they are concerned with the effect of the projected twenty million dollar ($20.000,00) cut in state funds to San Francisco.

Delinquency Prevention Commissioners Present:

Ray Benson, Carmen Trasvina, Jane Asselin, Enola Maxwell, Libbie Youhn, Merrill Randol, Ron Sugiyama , Bill Marquis, Thomatra Scott, Jean Hadley, Scott Hauge

Delinquency Prevention Commission Staff: Kristen Bachler

INTRODUCTIONS

Chairman Laws asked the commissioners from both commissions to stand and introduce themselves. After all of the commissioners were introduced, Chairman Laws introduced and turned the floor over to the main presenter of the joint session, **Mr. Phil Kern** of The Jefferson Company.

PRESENTATION

Bond Issue Report: A New Youth Guidance Center. Mr. Kern began by stating the assumption with which he came to the presentation---that is, that most or all commissioners present had read and were familiar with the Bond Issue Report.

Bond Resolution. Mr. Kern then handed out a copy of the bond resolution passed by the Board of Supervisors, and supporting data. Referring to the handout, Mr. Kern reviewed the bond's major provisions: a bond amount of 73.8 million dollars for the construction or reconstruction of a youth guidance center; and the reservation of 2 million dollars of the above-stated amount for the acquisition and reconstruction of community-based facilities.

Mr. Kern noted that the bond resolution contained important differences from the bond issue report. First among the differences is that the amount of money is substantially less than was recommended in the bond issue report. Mr. Kern identified the difference as primarily arising out of the recommendations of the Capital Improvement Advisory Committee (CIAC) which focused on reusing the existing site as opposed to considering an unidentified new site for the proposed youth guidance center. The committee also recommended that the project development and implementation be sped up which also has the effect of reducing cost. Another major savings arising out of the CIAC review came in its recommendations in the area of department disruptions (those dislocation costs incurred when maintaining operations while trying to live around construction).

The second difference between the bond resolution and the bond issue report was added by the Finance Committee of the Board of Supervisors---the addition of the 2 million dollars for the community-based facilities.

Project Features and the Bond Issue. Mr. Kern emphasized that no project feature is specified in the bond issue. Similarly, Mr. Kern stated that the bond issue is not tied to any specific feature in the project proposal. The reason for this was that the planners wanted to define the project while knowing that they could not resolve the final design issues which would be implemented later. Thus the purpose was to decide how big the bond should be.

Elimination of the New Site Option. Mr. Kern emphasized that, as adopted, the bond resolution eliminated the option of a new site for the proposed youth guidance center.

Decisionmaking Time Schedule Increased. Mr. Kern informed the commissioners that the adoption of the CIAC recommendations into the bond resolution has quickened the pace for all of the necessary decisions to be made about the project (i.e., how decisions will be made, bed space in the proposed residence unit, etc.).

Misconceptions about the Facility Plan. Mr. Kern advised the commissioners that the best way to look at the facility plan or program is to view it as a set of design recommendations that he thinks are very well based, in concert with a cost estimate. Mr. Kern stressed that the bond resolution was not a 72 bed plan, and the expected adjustments later in the process could range quite a ways from that number in either direction.

Project's Most Critical Factor. Mr. Kern emphasized that the most critical factor in the proposal is timing. He stressed that time lost will be extremely costly.

Remodeling vs. Building New. Mr Kern discussed the issues of building a new facility as opposed to remodeling the extant facility. He stated that his review of the costs involved in remodeling the existing buildings compelled him to choose to build a new facility.

Commission/Audience Questions and Comments. Mr. Kern, joined by CPO Jordan and Director of Probation Services Judy Hogan, responded to a variety of questions and comments on the above items as well as facility maintenance issues, current trends in juvenile delinquency, bed space projections, research backing the bond proposal, the adequacy of community-based programs to meet the needs created by a lower bed count in the new facility, whether state funds would be used and cost and project review. Terry Twing, president of the Probation Officers Association, informed the commissioners that the association had polled its members in a noontime meeting that day, and the vote was unanimous to oppose the bond issue.

Extension of Meeting. The meeting had run overtime, and a vote of the JJC was required to extend the meeting.

It was moved seconded and carried:

> That the meeting be extended for thirty-five (35) minutes past its regular time of adjournment.

ADJOURNMENT

Commissioner Laws adjourned the joint session at 6:35 P.M..

Arla Escontrias

Arla Escontrias, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

JUVENILE JUSTICE COMMISSION

September 6, 1990

The agenda for this meeting is missing

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

Minutes of the September 6, 1990 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are three vacancies on the commission—one adult and two seats for San Francisco youths. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman Laws convened the meeting as a committee of the whole at 4:05 p.m.. A quorum was established at 4:20 p.m..

COMMISSIONERS PRESENT

Beatrice Laws, Steve Cohn, Don Clay, James Loyce, Raymond Shonholtz

COMMISSIONERS EXCUSED Arla Escontrias, Don Chan, Sylvia Courtney, Ruth Cowan, Magdalynne P. Gates

COMMISSIONERS ABSENT Henry Collins, Frank Kelleher

JUVENILE COURT/ PROBATION DEPARTMENT Judge Douglas Munson, Fred E. Jordan, Jr., Judy Hogan, Dennis Doyle

STAFF Tom Rinaldo

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the August 2, 1990 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners. Chairman Laws called the commission's attention to the following items: 1) a message from Local 790; 2) a letter from Coleman Advocates dated July 25th; 3) a memo from Mr. Jordan dated August 3, 1990 regarding personnel changes within the probation department; 4) a memo from Mr. Jordan dated August 28, 1990 regarding the plan for developing the probation department's policies and procedures; 5) a communication dated July 25, 1990 from the medical department regarding special programs for youth; 6) a letter of appreciation from the Delinquency Prevention Commission (DPC) regarding the joint Juvenile Justice Commission (JJC) and DPC meeting of August 2, 1990.

JUDGE'S CORNER: The Honorable Judge Douglas Munson

Juvenile Court Update. Judge Munson reported that the juvenile court is running smoothly. He stated that the court's needs are being met and there are no complaints from the court's staff, probation officers or the court's officers.

Modification of Court Forms. Judge Munson reported that the court is considering modifying several of its forms to bring them up to date with the new rules of court. He stated that he had reviewed several of the proposed changes and was working with the county clerk's office and the commissioners of the juvenile court to produce the necessary revisions. He characterized the changes as minor ministerial matters which should not concern the JJC.

Youth Guidance Center (YGC) Bond Issue. Judge Munson reported that the Superior Court has taken a formal position of support for the passage of Proposition B. The court does not take a position on the number of beds for the proposed facility. He stated that the bed issue and other decisions on the facility's composition should be a matter of public debate with input from all sectors of the public.

Vacation. Judge Munson announced that he will be leaving for a month-long vacation beginning on September 14,1990. Supervision of the juvenile court will be turned over to Judge Alex Saldamando.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Unit Management Concept. CPO Jordan defined the concept of unit management as a total team approach to treating youths in a setting like juvenile hall. He identified three of the objectives of this concept: improving accountability; improving organization; and training and development of staff. Under the concept, each unit is assigned to a supervising counselor. Senior counselors who presently are not assigned to units would be assigned on a permanent basis to one unit, making them responsible for all the activities in that particular unit. This proposed system would also make improved use of the assistant counselors who will serve beneath and relieve the senior counselors. The system would also free three senior counselors to perform other specialized duties (i.e., management of unassigned seniors,training, sanitation and safety, etc.).

Program Change Consultation. Mr. Jordan reported that in its efforts to aid the adoption of the unit management concept, the California Youth Authority sent consultant, Larry Craig, to assist in renaming the cottages (i.e., B-1 through B-5 to non-turf affiliated street names), and computerizing a master-schedule for the facility. Under the latter reform, all staff assignments would be identified and individual program descriptions would be posted in the re-named cottages so that each cottage would be specialized, with different resident assignment criteria employed (an augmentation to the present criteria of age, size, aggressiveness/passivity, etc). Mr. Jordan reported that there would be a statement of duties and performance standards for the supervisors, senior counselors and counselors. Additionally, post orders would be announced for each staff level. A post order, explained Mr. Jordan, is a very specific set of task expectations for each period of time that staff work. To augment in the non-correctional training of all personnel , Anne Godfrey, Director of Management Development, from the Civil Service Commission came out when Mr. Craig was on site. Ms. Godfrey will handle all other professional and administrative training.

Training (Writing Skills and Team Building). CPO Jordan stated that many of the training issues will be resolved around two issues---writing skills and team building.. He noted that many staff may be unfamiliar with the kinds of reports they will be required to make under the unit management concept (i.e. program descriptions, statements of duties and performance standards, and post orders). Additionally, many more need training in good report writing skills.

Mr. Jordan responded to a question from Commissioner Cohn on how the chain of command will be affected. He stated that it should strengthen the chain of command by making senior counselors and supervisors accountable for specific units, as opposed to the present situation where they operate by "roaming" through the facility.

CHAIRMAN'S REPORT: Beatrice Challiss Laws

Executive Committee. Chairman Laws announced that the executive committee meeting will be held on Thursday, September 20, 1990 in the JJC office at 5:15 p.m.. All commissioners are requested to attend.

Commission Vacancies. Chairman Laws reminded the assembly of the vacant seats on the commission. See the special announcement above.

Bylaws Committee. Chairman Laws appointed a committee to review the bylaws consisting of Commissioner Courtney as chairman and Commissioner Cowan.

It was moved, seconded and carried:

> That Commissioner Courtney will be the chairman of the bylaws committee and that Commissioner Cowan will serve on said committee.

TREASURER'S REPORT No Report

COMMITTEE REPORTS

Standing Committees:

Court/Wardship Committee. Tom Rinaldo, reporting in Commissioner Courtney's stead, informed the commission that the court/wardship committee had received a packet of information from CPO Jordan's office in response to the committee's request for information on the department's use of out-of-home-placement. He stated that the committee was in the process of determining whether any further information would be needed.

Facilities Committee. Chairman Cohn reported that the facilities committee had begun work on its flow chart for tracking the probation department's responses to the recommendations contained in the JJC report, *A Second Look.* Mr. Cohn announced that he would supply Mr. Dennis Doyle, Acting Director of Juvenile Hall, with a copy of the information compiled thus far, and that the committee would be meeting with Mr. Doyle to discuss the department's responses. Mr. Cohn also stated the committee would seek information on how youths in juvenile hall are kept track of (i.e., documentation of the flow of youths referred to and detained in juvenile hall), and how beds which are out of order are documented. Mr. Cohn further stated that the Log Cabin Ranch report would be distributed upon Director Fuller's return for the facilities committee's consideration.

Special Committees:

Subcommittee on Bylaws. Chairman Laws announced that the work of the subcommittee would be absorbed by the newly appointed bylaw committee. See above under Chairman's Report.

Subcommittee on Long Cabin Ranch Report. See facilities committee report.

Nominating Committee. Chairman Laws, reporting for Commissioner Courtney, reported that the nominating committee had met to make a recommendation as to who should fill the position on the executive committee created by the resignation of former commissioner Mischak. The committee recommended that Commissioner C. Don Clay be elected.

It was moved, seconded and carried:

That Commissioner C. Don Clay be elected to the executive committee.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT Libbie Youhn

DPC Retreat. Commissioner Libbie Youhn announced that there would be a DPC retreat on September 15, 1990.

Proposition B. Commissioner Youhn reported that many of the DPC commissioners were individually signing the ballot argument supporting Proposition B.

OMBUDSMAN'S REPORT Tom Rinaldo

Fully Operational. Mr. Rinaldo reported that the ombudsman's office is now fully operational. and that a mailing describing the ombudsman position has just been sent to community groups.

Quarterly Report. The first quarterly report is now in preparation. Mr. Rinaldo recommends that it be made public after its completion and after review by the commission. The initial emphasis of Mr. Rinaldo's work and his quarterly report will concern the suitability and effectiveness of grievance resolution systems in place or being developed.

Individual Complaints. Mr. Rinaldo stated that he has begun responding to individual complaints by youths and parents. He also reported that he has worked to increase understanding and cooperation between community-based organizations and units of the Youth Guidance Center.

OLD BUSINESS

Adoption of 1989 Annual Report. Commissioner Cohn moved that the 1989 Annual Report be adopted with the correction on page 2 (second paragraph, last sentence): "...a majority of Commissioner members..." to "...a majority of Commission members..."

It was moved, seconded and carried:

That the 1989 Annual Report be adopted as corrected.

Status of Bond Issue for a New YGC: Chairman Laws informed the commission that Deputy City Attorney Loretta Giorgi was present to answer commission questions on the bond issue. She reminded the commission that the city attorney's office has advised that the commission cannot take a position for or against any proposition.

Ms. Giorgi reiterated the opinion that the commission cannot be part of the political process. She reported that the political process had begun, and identified some of the early declarants for and against the proposition. She repeated that the public is not "married" to the seventy-two bed estimate, and that such matters would be decided later through a public process. Ms. Giorgi stated that she would supply the commission with the slate of arguments, for and against the proposition.

NEW BUSINESS

Request for Inspection Follow-up. Commissioner Loyce requested that he be allowed to inspect the area behind the B-5 cottage which former juvenile hall director, Steve LaPlante, had informed him would be converted into a secured outdoor athletic area.

Lanric Hyland Lawsuit. Deputy City Attorney Giorgi informed the commission that it had been dismissed as a defendant in the federal district court case brought by Landric Hyland against Judge Roy L. Wonder and other defendants.

ADJOURNMENT

Chairman Laws asked if there was any further business. Noting no response, she called the meeting adjourned at 5:30 p.m.

Arla Escontrias, Secretary

Steve Cohn

Steve Cohn, Secretary-Pro Tem

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA. 94127

MEETING AGENDA

OCTOBER 4, 1990, 4:00 P.M., CAFETERIA

SPECIAL ANNOUNCEMENT: There are three vacancies on the commission—one adult and two seats for San Francisco youths. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: DOUGLAS MUNSON

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VII. GUEST SPEAKER: DAVID RIZZOLO, ASBESTOS PROGRAM MANAGER- DEPARTMENT OF PUBLIC HEALTH

VIII. CHAIRMAN'S REPORT: BEATRICE CHALLISS LAWS

IX. COMMITTEE REPORTS

STANDING COMMITTEES
- A. BYLAWS COMMITTEE
- B. COURT/WARDSHIP COMMITTEE
    - 1. DETENTION CRITERIA
    - 2. PLACEMENT SURVEY
- C. FACILITIES COMMITTEE
    - 1. INSPECTION SCHEDULE
    - 2. LOG CABIN RANCH INCIDENT REPORT

X. DELINQUENCY PREVENTION COMMISSION REPORT

XI. OLD BUSINESS

- A. TREASURER'S REPORT
- B. SECRETARY'S REPORT

XII. NEW BUSINESS

- A. OMBUDSMAN
    - 1. RATIFICATION OF REIMBURSEMENT REQUEST
    - 2. QUARTERLY REPORT
- B. OTHER NEW BUSINESS

XIII. ADJOURNMENT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA. 94127

MEETING AGENDA

SEPTEMBER 6, 1990, 4:00 P.M., CAFETERIA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: DOUGLAS MUNSON

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VII. CHAIRMAN'S REPORT: BEATRICE CHALLISS LAWS

VIII. TREASURER'S REPORT

IX. COMMITTEE REPORTS

STANDING COMMITTEES
- A. COURT/WARDSHIP COMMITTEE
- B. FACILITIES COMMITTEE

SPECIAL COMMITTEES
- A. SUBCOMMITTTEE ON BYLAWS
- B. SUBCOMMITTEE ON LOG CABIN RANCH REPORT

X NOMINATING COMMITTEE REPORT

XI. DELINQUENCY PREVENTION COMMISSION REPORT

XII OLD BUSINESS

- A. ADOPTION OF 1989 ANNUAL REPORT
- B. STATUS OF BOND ISSUE FOR NEW YGC -- DEPUTY CITY ATTORNEY LORETTA GIORGI WILL BE AVAILABLE TO ANSWER ANY QUESTIONS WHICH COMMISSIONERS MAY HAVE.

XIII. NEW BUSINESS

XIV. ADJOURNMENT

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

Minutes of the October 4, 1990 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission. Both are seats reserved for San Francisco youths. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Vice-Chairman Steve Cohn, acting in Chairman Laws' stead, convened the meeting as a committee of the whole at 4:07 p.m.. A quorum was established at 4:32 p.m..

COMMISSIONERS PRESENT

Steve Cohn, Arla Escontrias, Don Chan, C. Don Clay, Frank Kelleher, James Loyce

COMMISSIONERS EXCUSED

Beatrice Challiss Laws, Sylvia Courtney, Ruth Cowan, Raymond Shonholtz

COMMISSIONERS ABSENT

Henry Collins, Magdalynne Gates

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

Judy Hogan, Dennis Doyle, Brenda Payton, Felton Williams

STAFF Micheal H. Fuller, Tom Rinaldo

GUESTS See Sign-In-Book

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APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the September 6, 1990 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners.

JUDGE'S CORNER: The Honorable Judge Douglas Munson

No Report

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Mass Escape---9/26/90. Acting Director of Probation Services, Judy Hogan, reported in CPO Jordan's stead, that three of the five escapees had been recaptured and returned to custody at Juvenile Hall.

JJC Doorbell. Vice-Chairman Cohn inquired about the status of the JJC office doorbell, which will allow visitors to be received without interrupting workers in neighboring offices. Ms. Hogan responded that the department's business manager and the superintendent of buildings and grounds are working with the Office of Building Repairs to get the doorbell installed. She could not give an estimate on the date of completion.

Log Cabin Ranch (LCR) Improvements. Ms. Hogan, responding to a query from Commissioner Escontrias on the rumored closing of LCR, stated that the ranch was not going to be closed. Rather, the CPO was hoping that during the Christmas holidays the ranch could be emptied of residents for a clean-up and re-tooling session. She stated that the CPO also hoped to retrain staff during this period in an effort to get the ranch up and running anew for the incoming Director who should be selected by the end of October. Ms. Hogan stated, that while much remained to be finalized, the CPO was meeting with LCR staff on October 10th to inform them of his plans and discuss contingencies with them.

CHAIRMAN'S REPORT: Beatrice Challiss Laws

No Report

COMMITTEE REPORTS

Bylaws Committee: No Report

Court/Wardship Committee:

Detention Criteria. Committee Chairman Don Chan reported that the committee had met and discussed the detention criteria used in San Francisco's juvenile hall. They had decided to compose a letter to CPO Jordan inquiring among other things: a.) upon what correctional philosophy was the detention criteria based; b.) what kind of youthare best suited for this approach, c.) are the detention criteria consistent with public safety and San Francisco's children's needs; and d.) are more revisions in the criteria planned.

The committee also recommended that other counties and cities be written for examples of their detention criteria. The letter would inquire how those jurisdictions arrived at the decision to implement their respective criteria; who compiled the background data supporting the approach; and other pertinent history to their jurisdictions' respective approaches.

Placement Survey. The committee thanked CPO Jordan for the packet of materials which he had his department prepare for the commission on placements. It recommended that a follow-up letter be composed asking the following: What is the number of actual placements? How many youths are being placed at the respective sites? Could the commission examine a sample of site evaluations? How long has each placement been used by the probation department? Who decides which placements?

Court Procedures. Chairman Chan stated that the procedures of the Court continue to be of interest to the committee.

Facilities Committee.

Inspection Schedule. Committee Chairman Cohn explained that the committee was concerned about setting up an inspection schedule for the department's facilities. The executive committee recommendation was that the facilities committee be assigned to regular inspections with other commissioners invited to make inspections

It was moved, seconded and carried that:

> The members of the Facilities Committee be assigned to conduct regular inspections of the probation department facilities, with other commissioners invited regularly.

Log Cabin Incident Report. Commissioner Cohn reported that the draft and materials had come out of the Subcommittee on the Log Cabin Report and is being reviewed. He predicted that it would not take long for it to be placed before the entire commission for approval.

Meeting with Dennis Doyle. Mr. Cohn apprised the commission that the committee had met with Dennis Doyle, Administrator In Charge of Juvenile Hall, and discussed the progress made on the recommendations contained in the JJC report, *A Second Look...*

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT Libbie Youhn

Youth Employment Coalition. Ms. Youhn reported on the activities of the twenty-five member group which meets weekly and pays dues. She informed the commission that the Coalition coordinates a city-wide school employment program.

OLD BUSINESS

Treasurer's Report. Director Fuller, reporting in Commissioner Collins stead, announced that the commission bank account contains $42.50. Three commissioners have signed over reimbursement checks amounting to $21.00. All bills are paid.

Secretary's Report. No Report

NEW BUSINESS

Ratification of Ombudsman Reimbursement Request.

It was moved, seconded and carried that:

> The Commission ratify the Chairman's letter to the Youth Guidance Center Improvement Committee regarding the Ombudsman reimbursement proposal.

Process of Ombudsman Quarterly Report. Vice-Chairman Cohn opened discussion on the question of who controls the process of Mr. Rinaldo's quarterly report. He stated that the recommendation from the executive committee is that Mr. Rinaldo will have full responsibility for his report, and that commissioners would have an opportunity for discussion with him on its contents. Mr. Cohn stressed the commission's concern that Mr. Rinaldo's independence not be compromised.

It was moved, seconded and carried that:

> The matter of the procedure for development of the Ombudsman's Quarterly Report be referred back to the Facilities Committee for discussion.

Comments from the Ombudsman. Mr. Rinaldo informed the commission that the first quarterly report is at the advanced draft stage of development. He expected the report to be completed within three weeks. Mr. Rinaldo reported that, with the approval of the commission, he has circulated portions of the draft to the executive committee which contain an overview of the grievance system (i.e., the strengths and weaknesses of the grievance system) in operation in the three major probation department divisions (Juvenile Hall, Log Cabin Ranch, and Probation Services). Mr. Rinaldo stated that he has been working with management in the three divisions to upgrade the reporting and responsiveness of the existing systems. He also identified problems areas to which he has been giving his attention (i.e., food, laundry and consistency in the application of rules). He reports that his office is being used with greater frequency as the program is developing and taking root.

GUEST SPEAKER

David Rizzolo, Asbestos Program Manager, Bureau of Toxic and Safety Services-Department of Public Health, described himself as playing a leading role in addressing asbestos concerns arising from city-owned buildings. He stated that he had been involved in the asbestos abatement project at Youth Guidance Center (YGC) for six months. He informed the commission that by the time of his arrival most of the earlier identified areas of accessible asbestos materials had been attended to. He stated that the areas that his own survey of the facilities identified have been or are being addressed. After describing the on-going asbestos abatement efforts with which he is involved, Mr. Rizzolo took questions from the commission and members of the public. Mr. Rizzolo stated that asbestos related work to maintain the present YGC facilities could run as high as $250,000 a year.

ADJOURNMENT

Vice-Chairman Cohn asked if there was any other business to be discussed. Noting no response, he called the meeting adjourned into executive session.

Arla Escontrias

Arla Escontrias, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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MEETING AGENDA

NOVEMBER 1, 1990, 4:00 P.M., YGC CHAPEL

NOTE: The meeting location is in the Chapel, not the cafeteria.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: DOUGLAS MUNSON

VI. GUEST SPEAKER: SHIRLEY GROSS
EXECUTIVE DIRECTOR, BAYVIEW HUNTERS POINT FOUNDATION:
"UPDATE ON THE HOME DETENTION PROGRAM"

VII. CHAIRMAN'S REPORT: BEATRICE CHALLISS LAWS

VIII. ELECTION OF NOMINATING COMMITTEE

IX. TREASURER'S REPORT

X. COMMITTEE REPORTS

  A. COURT/WARDSHIP COMMITTEE
  B. FACILITIES COMMITTEE
    1. LOG CABIN RANCH INCIDENT REPORT
    2. PRESENTATION AT NOVEMBER 14TH JUVENILE PROBATION COMMISSION MEETING
  C. BYLAWS COMMITTEE

XI CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

XII. DELINQUENCY PREVENTION COMMISSION REPORT

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. ADJOURNMENT

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Minutes of the November 1, 1990 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission—one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman Laws called the meeting to order at 4:10 p.m.

COMMISSIONERS PRESENT

Beatrice Challiss Laws, Steve Cohn, Arla Escontrias, C. Don Clay, Sylvia Courtney, Ruth M. Cowan, Frank P. Kelleher

COMMISSIONERS EXCUSED

Don Chan

COMMISSIONERS ABSENT

Henry Collins, Magdalynne P. Gates

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

Judge Douglas C. Munson, Fred E. Jordan, Jr., Judy Hogan, Dennis Doyle, Felton Williams, Brenda Payton

STAFF Micheal H. Fuller, Tom Rinaldo

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the October 4, 1990 regular meeting be approved as corrected:

Correction: Libbie Youhn, Delinquency Prevention Commissioner (hereafter DPC) and liaison to the Juvenile Justice Commission (hereafter JJC), requested the following change under the section of her of her report entitled, *Youth Employment Coalition:* "...coordinates a city-wide school employment program..." be changed to "...coordinates most of the youth employment providers in the city (see p. 3)."

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with a summary of the items received prepared by Director Fuller.

GUEST SPEAKER

Ms. Shirley Gross, Executive Director, Bayview Hunter's Point Foundation: "Update on the Home Detention Program."

Objectives Ms. Gross opened her remarks by informing the commission that the home detention program was designed to reduce the crowding in juvenile hall, primarily. Secondarily, she described the program as an attempt to link the youths referred to the juvenile court with community based services and make positive impact on changing their lifestyles. She also stated that the program attempts to get the parent/guardian involved in helping to make some of the lifestyle changes, and to act as advocates for the parents in their need for support in dealing with the issues which confront them with their children.

Services Provided. The first year of the project (1988-89) the program was responsible for carrying a case load of twenty (20) youths Youths stayed with the program for thirty (30) judicial days only. During this period of contact the program attempts to assess the youths' social service needs, make referrals which are appropriate to meet the needs, and provide treatment for them within the Bayview Hunter's Point Foundation system. Among the services of the foundation which Ms. Gross briefly described were substance abuse counseling (an out patient service), case management (school re-enrollment, etc.), recreational activities, aids education and risk reduction counseling, and legal advocacy (including criminal defense representation). Parents are encouraged to participate in the treatment of their children and are required, upon enrollment of the youth into the program, to sign an agreement which states that the parent will participate in at least one parent support group per month. A total of one hundred ninety-six (196) children were served during the program's first year. Of that number, one hundred forty-five (145) successfully completed the program---Ms. Gross defined successful completion as remaining with the program for the entire thirty judicial days and not getting re-arrested during that time, conforming to curfew regulations, attending counseling and other required activities, and attending school regularly. Fifty-one (51) had to be referred back to the probation department because they did not comply.

Mentorship. Ms. Gross identified the final component of the program as its attempt to match the youths who are fairly successful with an adult who will spend a minimum of seven hours a month "buddying" the youth. Ms. Gross described the mentor component as yielding minimal success. She stated that the component was being re-evaluated to see if there is something which the foundation is not doing to make the mentorship more successful.

Information and Questioning. Ms. Gross presented the commission with a packet of informational materials. She suggested that the commissioners review the materials and at a later visit she would be glad to answer any questions which they might have. Ms Gross stated that she believed the home detention program has proven that it has merit in its pilot year. She entertained questions from Commissioners Laws, Cohn, Cowan, Clay, Kelleher, and Escontrias on the issues of the 30 calendar day limit of the program, on the areas of the city from which the youths are drawn, on Ms. Gross' expansion projections, on the evaluation process, on follow-up tracking, on whether specific age levels are targeted, on whether monies are being sought for evaluation, on the median household income, on after-care, on the probation referral system, and on parental/adult participation in curfew monitoring

JUDGE'S CORNER: The Honorable Judge Douglas Munson

Rise in Crime Rate. Judge Munson began by calling the commission's attention to a Chronicle newspaper article on the alarming rise in crime in San Francisco this year. He reported that the court's delinquency calendars are "heavy and getting heavier." He noted that the crimes which are most represented are crimes of violence. He observed that the increase of such crimes was most notable in the recent months of August, September and October. Judge Munson responded to questions from Commissioner Cowan and audience member, Dr. Marsha Goldburg on what reasons he thought there might be for the rise in violent crime.

Citizen's Group Letter. Judge Munson apprised the commission of his recent forwarding of a letter from Justice for Murder Victims to the commission office. The letter expressed concern about how the use of the detention criteria would affect the public safety. Judge Munson indicated that he had answered the letter and was forwarding a copy to Chief Probation Officer (hereafter CPO) Jordan. Judge Munson indicated that he had also received some inquiries by phone from the press on this subject and that he had referred the calls to the commission. Chairman Laws referred the letter to the Court/Wardship Committee.

Commission Applicant Interviews. Judge Munson observed that the commission had interviewed several persons applying to be appointed to the commission. He advised the commission to seek an opinion from the city attorney regarding whether an attorney actively engaging in representing minors before the courts in San Francisco would have a conflict of interest if the attorney were to sit on the commission. He explained that one of the applicants interviewed had such a concern.

Lineups. Judge Munson indicated that he had received some communications concerning the subject of lineups being held at Youth Guidance Center (hereafter YGC). Judge Munson stated that he would have Judge Saldamando meet with representatives of the police department, the public defender's office, the district attorney's office and city attorney's office and other interested parties to resolve the difficulties of conducting the lineups at YGC.

Swearing-In. Judge Munson swore in youth Commissioner, Elizabeth Siggins, to the Juvenile Justice Commission.

CHAIRMAN'S REPORT: Beatrice Challiss Laws

Executive Committee. Chairman Laws announced that the next executive committee meeting would be held on Thursday, November 15, 1990 at 5:15 p.m.. All commissioners are invited.

Retreat. Chairman Laws reminded the commission that the executive committee at its last meeting discussed a follow-up retreat to the one which the commission had in May. She reported that the committee recommended that the follow-up retreat be held on December 8, 1990 from 9:30 a.m. to 2:30 p.m..

It was moved, seconded and carried:

> That the follow-up retreat will be held on December 8, 1990 from 9:30 a.m. to 2:30 p.m.

Retreat Facilitator Fund Search. Chairman Laws apprised the commission of the fact that Commissioner Gates is searching for funds to pay for the return of the facilitator used at the previous retreat.

ELECTION OF NOMINATING COMMITTEE

Chairman's Comments. Chairman Laws explained the provisions of the commission bylaws. Namely, the nominating committee, a group of four commissioners, is selected by election and the Chairman cannot serve on the committee. The following commissioners' names were placed in consideration for election to the committee: Sylvia Courtney, Steve Cohn, Frank Kelleher, Arla Escontrias, James Loyce, Ruth

Cowan and Henry Collins. Commissioners Cohn Cowan and Escontrias declined nomination to the committee.

It was moved, seconded and carried:

> That Commissioners Courtney, Collins, Kelleher and Loyce be installed unanimously as the nominating committee.

Chairman Laws requested that Commissioner Courtney convene the nominating committee, at which time the committee will elect its chairman. Commissioner Courtney accepted the request. Chairman Laws informed the committee that their report is due back at the December regular meeting. Election of the new commission officers will be held at that meeting, with the new officers taking office in January.

TREASURER'S REPORT

Director Fuller, reporting in Commissioner Collins' stead, announced that the commission account contains $71.56 with more monies to be deposited before the next meeting.

COMMITTEE REPORTS

Bylaws Committee: Commissioner Courtney, Bylaws Committee Chairman, reported that the commissioners were supplied in their mail packets with two documents: a draft of the revised bylaws and a draft for the proposed standing rules. Commissioner Courtney requested that the commission submit their comments and suggestions on the bylaws to Commissioner Cowan within fifteen (15) days of the November 1 meeting, because adoption or revision of bylaws requires seven days prior notice. In that way the bylaws revisions could be adopted during the December meeting. Adoption of the revised bylaws will be on the December 6 meeting agenda.

Court/Wardship Committee:

Letters. Commissioner Courtney, reporting in C/W Chairman's stead, informed the commission that letters are being drafted to CPO Jordan by Director Fuller, per instructions from Commissioner Chan, regarding information needed by the committee on the detention criteria and placement policies of the department. The letters will be reviewed by Commissioner Chan upon his return from travel, and then sent on. The Committee does not anticipate meeting before the answers to those queries are received.

Facilities Committee.

Log Cabin Ranch Incident Report. Facilities Committee Chairman Steve Cohn reported that the committee has been working to complete the report. The committee learned early in the month that there was a plan with the probation department to revamp Log Cabin and that a meeting of the Program Change Committee of the Juvenile Probation Commission to discuss the plan was set for November 14, 1990. Upon recommendation of the Facilities Committee, the Executive Committee decided to recommend to the Commission that it release the recommendations of the Log Cabin Ranch Incident Report in time for the November 14 meeting. Mr. Cohn distributed them to the entire commission for approval. The committee will now return to the body of the report and prepare it for publication.

It was moved, seconded and carried:

> That the full Commission adopt the recommendations of the Log Cabin Ranch Report and that those recommendations be presented to the Program Change

Committee of the Juvenile Probation Commission (hereafter JPC) at its November 14 meeting.

After discussion, the Commission decided that the recommendations would be sent the JPC with a cover letter and members of the Facilities Committee would attend the meeting to expand on the recommendations.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Home Detention Services. CPO Jordan opened his report by turning the floor over to Acting Director of Probation Services, Judy Hogan. Ms. Hogan made clarifying comments on the Home Detention program. She informed the commission that the thirty (30) judicial day limit during which youths are assigned to the Bayview Hunter's Point Foundation on home detention is dictated by the Welfare and Institutions Code, and cannot be extended. Ms. Hogan explained further that home detention is not an alternative to commitment after a court trial, but an alternative provided by the code to detention in juvenile hall while a youth is waiting for the matters before the court to be heard.

Overcrowding In Juvenile Hall. CPO Jordan turned this matter over to Mr. Dennis Doyle, Administrator In Charge of Juvenile Hall. Mr. Doyle, opened his comments by referring the commission back to the observations made by Judge Munson on the increase of violent crimes in recent months. He stated that the overcrowding which the juvenile hall was experiencing was directly related to the increase in the number of youths who had to be detained pending the adjudication of the charges brought against them. Mr. Jordan responded to a query from Commissioner Cohn on how the present conditions of overcrowding relate to the NCCD detention criteria recommendations to the probation department. Mr. Jordan stated that he thought the detention criteria and other proposed solutions to the overcrowding problem which would be implemented in the coming months and years would prove that numbers of detainees could be kept at a lower level in juvenile hall than has been the case in the past. He cautioned the commission against judging the success of the criteria and his proposals by only considering the recent rise in violent crime.

Personal Hygiene Supply Shortages in Juvenile Hall. Mr. Doyle informed the commission that there was not an on-going shortage of supplies for personal hygiene. Rather that there had been situations where there were acute shortages. In one case, extra toothpaste and soap had been stored in a supervisor's office anticipating the drain on supplies that the rising numbers of detainees would cause. However the staff on duty at the time when these supplies were needed did not have a key to the office and thus a momentary shortage of the items resulted. Mr. Doyle assured the commission that the supplies would henceforth be stored in an area accessible to all supervisory staff. Mr. Doyle also stated that shortages of clothing items resulted not from an actual shortage in clothing, but a shortage in *clean* clothing. According to Mr. Doyle, the laundry capabilities of the facility have been compromised because new laundry machines purchased had not been installed according to code regulations and thus could not be used until the regulatory standards are met. He stated that as soon as the standards for installation are met, there should be clean clothing to meet most foreseeable demands. Additionally, Mr. Doyle indicated that he was assigning supervisory personnel to rectify and oversee the other problems with the laundry (i.e., units not putting laundry out, etc.), and that he was ordering soap in smaller sizes and plastic personal containers to address problems arising out the detainees' refusal to use soap which had been previously used by others.

Staff Shortages In Juvenile Hall. Both CPO Jordan and Mr. Doyle addressed the commission's concerns on this problem. Mr. Jordan explained that the shortages are the result of long-term bureaucratic problems, some of which arose out of civil service requirements, others from state regulations requiring psychological testing of prospective employees, and others from the difficulty of maintaining adequate numbers of quality on-call personnel. Mr. Jordan commended Mr. Doyle for making progress in the tedious process of getting new permanent staff hired and stated that he expected that there would be new hires in the near future. Mr. Doyle addressed commission questions on temporary staffing advertisements, expedited testing of personnel and on borrowing recruitment techniques from other agencies such as the San Francisco Sheriff's Department.

Hiring and Training. Mr. Jordan apprised the commission of the fact that training was in progress. He cited recent training sessions attended by the present administrative team of the juvenile hall and probation services. Mr. Jordan also informed the commission that he was at the stage of doing background checks on persons chosen for four of the five executive positions for which he was recruiting. He described the screening and recruitment processes for these positions, and stated that the appointments would be made in the near future.

Log Cabin Ranch Conversion. Mr. Jordan began his comments on this subject by dispelling rumors that he was going to close down Log Cabin Ranch. He stated that it was his tentative plan to empty the ranch of as many detainees as possible, and then to restructure the facility's programs, make repairs and adjustments on the physical plant, and re-train staff over a thirty (30) day period (primarily during the Christmas holidays). He described the plan in some detail and made reference to his concept paper on the restructuring which he has provided to the Program Change Committee of the Juvenile Probation Commission. Mr. Jordan assured the JJC that he would make the concept paper available to it. Mr. Jordan and the commission engaged in discussions on the drug treatment proposals for the restructuring, on programming (i.e., honors farm versus the new plan), on the issue of introducing horticultural components into the ranch program, on the proposal to make the ranch coed, and on the relevance of the proposed programming for the kinds of youths anticipated to be the ranch's residents in the future.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT Libbie Youhn

Playground Survey. DPC liaison Libbie Youhn informed the commission that the DPC is conducting another playground survey similar to the one which it conducted several years ago on the City's parks and recreation offerings.

Employment Services. Ms. Youhn stated that the DPC is publishing a guide list of employment services for the city's youth.

Breakfast. Ms. Youhn informed the commission that the DPC is planning a breakfast for youth employment providers and small business organizations serving the youth of the City and County of San Francisco.

Workshop. Ms. Youhn informed the commission that the DPC conducted a workshop on Gay and Lesbian Youth at the National Conference of Child Advocates in San Francisco in October of this year.

MEETING EXTENSION.

The meeting had reached its regular two hour limit. It was moved, seconded and carried:

> That the meeting would be extended twenty-five (25) minutes to 6:25 p.m..

OMBUDSMAN'S REPORT

Quarterly Report. Mr. Rinaldo informed the commission that his first quarterly report was in the final stage of review---that is, that he was awaiting the impressions and suggestions of the commission. He stated that the document would be handed out most likely in the week following the meeting. He asked for suggestions which the commission might have as to persons or organizations who would be appropriate recipients of the report. He also discussed the emphasis of the report, and the scope and intentions of the kinds of information contained in the report, particularly the report's emphasis on the deficiencies in handling grievances in juvenile hall and at Log Cabin Ranch.

OLD BUSINESS No Old Business

NEW BUSINESS No New Business

ADJOURNMENT

Chairman Laws asked for a motion for the meeting to be adjourned into executive session.

It was moved, seconded and carried:

> That the meeting would be adjourned into executive session.

The meeting was adjourned into executive session at 6:25 p.m..

Beatrice Challiss Laws, Chairman
for Arla Escontrias, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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MEETING AGENDA

DECEMBER 6, 1990, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission---one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: DOUGLAS MUNSON

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VII. CHAIRMAN'S REPORT: BEATRICE CHALLISS LAWS
  A. RETREAT AGENDA
  B. REPORT ON COMMISSION APPLICANT INTERVIEWS

VIII. TREASURER'S REPORT

IX. COMMITTEE REPORTS
  A. COURT/WARDSHIP COMMITTEE
  B. FACILITIES COMMITTEE
    1. FACILITIES INSPECTION DATES
    2. LOG CABIN RANCH HEARINGS

X. SPECIAL COMMITTEES
  A. NOMINATING COMMITTEE REPORT---ELECTION OF OFFICERS
  B. BYLAWS COMMITTEE

XI. OMBUDSMAN REPORT

XII. DELINQUENCY PREVENTION COMMISSION REPORT

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. ADJOURNMENT TO EXECUTIVE SESSION

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127

6/90

Minutes of the December 6, 1990 Commission Meeting.

SPECIAL ANNOUNCEMENT: There is one seat open on the commission for a San Francisco youth (age 21 or under). Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman Laws called the meeting to order at 4:10 p.m.

COMMISSIONERS PRESENT

Beatrice Challiss Laws, Steve Cohn, Arla Escontrias, Henry Collins, Agnes I Chan, Don Chan, C. Don Clay, Ruth M. Cowan, James Loyce, Raymond Shonholtz, Elizabeth Siggins

COMMISSIONERS EXCUSED

Sylvia Courtney, Magdalynne P. Gates, Frank P. Kelleher

COMMISSIONERS ABSENT None

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

Judge Douglas C. Munson, Judy Hogan, Dennis Doyle, Dean Coffer, Felton Williams

STAFF Micheal H. Fuller, Tom Rinaldo

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the November 1, 1990 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with a summary of the items received prepared by Director Fuller.

JUDGE'S CORNER: The Honorable Judge Douglas Munson

Report. Judge Munson reported on the plans for the January 31, 1991 dinner honoring outstanding employees at the Youth Guidance Center (hereafter YGC). He apprised the commission of changes in the juvenile court commissioners' assignments, involving a switch in personnel with the City Hall Discovery Division. Judge Munson also reported that the recent heavy workload on the juvenile court calendar has begun to level off.

Swearing-In Ceremony. Judge Munson completed his portion of the meeting agenda by swearing in new commissioner, Agnes I Chan, and returning commissioner, Don Chan.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Report. Acting Chief Probation Officer Judy Hogan reported to the commission on the proposed plan to restructure Log Cabin Ranch. Mr. Dean Coffer, Acting Log Cabin Ranch Director, described the ranch's current state of operation. Commissioner Escontrias asked the commission to request the presence of Mr. Bob Price, Supervisor for Employment and Training in the Juvenile Probation Department at the January 3, 1991 regular meeting. The commission agreed to discuss its plan of action on the matter at the December 8, 1990 retreat. Ms. Hogan also discussed the department's budget projections for the remainder of fiscal year 1990-91.

Announcement. Mr. Coffer brought leaflets announcing the 7th Annual Log Cabin Ranch School Talent Show.

CHAIRMAN'S REPORT: Beatrice Challiss Laws

Executive Committee. Chairman Laws announced that the next executive committee meeting would be held on December 20, 1990 at the JJC Office at 5:15 p.m..

Loss Of A Loved One. Chairman Laws informed the commission that Commissioner Gates' sister had passed away on December 4.

Information Handling Policy. Chairman Laws apprised the commission that Director Fuller would be providing a draft of a proposed standing rule for handling sensitive information brought to the commission.

Bifurcation of the Minutes. The vote on the executive committee recommendation that the minutes of the JJC regular meetings be bifurcated was put over for discussion at the December 8 retreat.

Bylaw on Hiring and Firing of Commission Staff. Chairman Laws withdrew her proposed bylaw on the hiring and firing of commission staff. The matter was put over for discussion at the December 8 retreat.

Ombudsman Funding. Chairman Laws reported that the ombudsman was working on a draft of the next year's funding proposal.

CPO Report on 2nd Look Recommendations. Chairman Laws apprised the commission of the Facilities Committee recommendation that there be a request for the CPO to give an update report on the progress in juvenile hall at implementing the recommendations made in the May JJC report, *A Second Look.*

It was moved, seconded and carried:

> That the Chair shall write CPO Fred E. Jordan, Jr. requesting that he report to the commission at its January 3, 1991 regular meeting on the progress in juvenile hall at implementing the *2nd Look* recommendations.

Chairman Laws delegated the duty of composing the letter to Director Fuller.

Chairman's Outgoing Remarks. Chairman Laws shared her impressions of the past year, and noted that the December 6 meeting would be her last official meeting on the commission, as she was resigning on January 3, 1991, in order that a new commissioner might be sworn in at that regular meeting

Commission Applicant Interviews. Chairman Laws reported on the interviews which the Commission and Judge Munson are conducting with applicants to the commission's vacant seats. Chairman Laws also announced the vacancies on the commission, and encouraged interested parties to apply.

TREASURER'S REPORT

Treasure Henry Collins reported that the JJC bank account contained $11.56. There are several outstanding bills to be paid.

COMMITTEE REPORTS

Court/Wardship Committee:

Letter to the CPO. Chairman Don Chan reported on the letter written to CPO requesting information on the department's private placement practices and detention criteria.

Next meeting. Chairman Chan informed the commission that the next meeting of the Court/Wardship committee was tentatively scheduled for December 11, 1991.

Facilities Committee:

Facilities Inspection Dates. The commission put over the discussion of the dates of the inspections to the December 8 retreat.

Log Cabin Ranch Hearings. The commission put over the discussion of how it would address its concerns regarding Log Cabin Ranch to the December 8 retreat.

SPECIAL COMMITTEES

Nominating Committee:

Election of Officers. On behalf of Sylvia Courtney, Chairman of the Nominating Committee, Commissioner Loyce reported that the Committee recommended the following slate of officers for 1991:

C. Don Clay, Chairman	Executive Committee
Steve Cohn, Vice-Chairman	Commissioners At Large:
Ruth Cowan, Secretary	Don Chan
Arla Escontrias, Treasurer	James Loyce

Nominations from the floor were requested, and none were offered. It was moved, seconded and carried that the above slate be elected as proposed.

Bylaws Committee:

Revised Bylaws. It was moved, seconded and carried:

> That the revised bylaws which were presented at the November 1, 1990 regular meeting be adopted[1].

OMBUDSMAN'S REPORT

Ombudsman Tom Rinaldo reported on the feedback he has gotten on his quarterly report. He described his planning efforts for securing funding for his position in fiscal year 1991-92. Mr. Rinaldo also gave his impressions on several matters of concern related to juvenile hall.

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[1] A copy of the revised bylaws,certified by the Secretary and dated December 6, 1990, is attached to the original of these minutes and lodged in the Commission's Minute Log in the JJC office

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT Jane Asselin and Libbie Youhn

DPC Commissioners Asselin and Youhn reported on the Youth Employment Services publication of a resource guide, on a DPC organized breakfast for small business employers with the Employment Coalition, on its meeting with Keith Choy of the Mayor's office of Children, Youth and Families, on the Gay/Lesbian Youth Advocacy Council plan to host a reception in January, and on the DPC conducting another Recreation and Park Playground Survey. Commissioners Asselin and Youhn wished the JJC a most happy Christmas and peaceful New Year.

OLD BUSINESS

Commendations for Chairman Laws. Vice-Chairman Cohn, and Commissioners Shonholtz and Loyce commended Chairman Laws for her years of devoted service to the commission.

NEW BUSINESS No New Business

ADJOURNMENT

The meeting was adjourned into executive session at 5:40 p.m..

Arla Escontri

Arla Escontrias, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
SAN FRANCISCO, CA. 94127

MEETING AGENDA

JANUARY 3, 1991, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission---one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

I. CALL TO ORDER

II. INSTALLATION OF NEW OFFICERS

III. ROLL CALL

IV. APPROVAL OF THE MINUTES

V. COMMUNICATIONS

VI. JUDGE'S CORNER: THE HONORABLE DOUGLAS C. MUNSON

VII. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VIII. CHAIRMAN'S REPORT: C. DON CLAY
    A. ATTENDANCE AT JUVENILE PROBATION COMMISSION MEETINGS
    B. PROGRESS ON OMBUDSMAN GRANT

IX. TREASURER'S REPORT

X. COMMITTEE REPORTS
    A. COURT/WARDSHIP COMMITTEE
    B. FACILITIES COMMITTEE
        1. FACILITIES INSPECTION REPORT
        2. LOG CABIN RANCH INCIDENT REPORT

XI. OMBUDSMAN REPORT

XII. DELINQUENCY PREVENTION COMMISSION REPORT

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
375 WOODSIDE AVENUE
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Minutes of the January 3, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two seats open on the commission: one is for a San Francisco youth (age 21 or under) and the other is for an adult. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Vice-Chairman Steve Cohn called the meeting to order at 4:10 p.m.

INSTALLATION OF NEW OFFICERS

Vice-Chairman Cohn turned the meeting over to Chairman C. Don Clay and welcomed the new officers on board.

COMMISSIONERS PRESENT

Steve Cohn, Arla Escontrias, Agnes I Chan, Don Chan, C. Don Clay, Ruth M. Cowan, Frank P. Kelleher, James Loyce, Raymond Shonholtz, Elizabeth Siggins, Clifford E. Zall

COMMISSIONERS EXCUSED

Sylvia Courtney, Magdalynne P. Gates,

COMMISSIONERS ABSENT None

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

Judge Douglas C. Munson, Fred E. Jordan, Jr., Dennis Doyle, Bob Price, Sandra Clayborn, Nelba Chavez Cheyenne Bell, Patricia Grice, Felton Williams, Brenda Payton

STAFF Micheal H. Fuller, Tom Rinaldo

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the December 6, 1990 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with a summary of the items received prepared by Director Fuller. Chairman Clay directed the commissioners attention to the CYA security report in their correspondence folders and suggested that they prepare their questions on the document for the next regular meeting.

JUDGE'S CORNER: The Honorable Judge Douglas Munson

Report. Judge Munson reported that Judge Saldamondo was leaving the juvenile court and would be replaced by former Administrative Judge, Donald S. Mitchell on January 14. Judge Munson also reported that there had been a great response to the Third Annual Employee Awards Dinner announcements and nominations. The judge also indicated that the juvenile court calendars, which were extremely congested during the last three months, were finally back to normal.

Swearing-In Ceremony. Judge Munson, after finishing his report, swore in new commissioner, Clifford E. Zall.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Introduction of New Staff. CPO Jordan introduced Ms. Cheyenne Bell, Ms. Patricia Grice, and Ms. Nelba Chavez, all new members of his management team. All three spoke briefly to the commission on their previous work.

Proposed Free Venture Program at Log Cabin Ranch. Bob Price, Supervisor for Employment and Training in the Juvenile Probation Department, reported on the dual model plan for Log Cabin Ranch. The two models being considered are the Employer Model and the Consumer Model.

Status of the Log Cabin Ranch Conversion Plan. CPO Jordan reported on the status of the plan to re-tool Log Cabin Ranch and re-train its staff. He indicated that his plan had not changed from previous statements made to the commission, other than it was on a slower time line.

First Year Report. CPO Jordan gave a year-end report on his first twelve months' achievements.

CHAIRMAN'S REPORT: C. Don Clay

Bar Association Meeting on Ombudsman Funding. Vice-Chairman Steve Cohn reported that he, Commissioner Raymond Shonholtz and ombudsman, Tom Rinaldo had attended the January 3 monthly meeting of the San Francisco Bar Association. They were seeking the association's backing for a proposed private refunding of the ombudsman's position. Both commissioners Cohn and Shonholtz emphasized that they thought their presentation was well received.

Executive Committee. The next executive committee meeting will be held on January 17, 1991 in the JJC office at 5:15 p.m.. All commissioners are encouraged to attend.

Attendance at the JPC Regular Monthly Meetings. Pursuant to an executive committee recommendation that the commissioners attend the regular monthly meetings of the Juvenile Probation Commission, discussion was held on the topic.

It was moved, seconded and carried:

> That commissioners would be assigned on a voluntary and rotating basis to attend the Juvenile Probation Commission regular monthly meetings and report back to the Juvenile Justice Commission at its regular meetings.

TREASURER'S REPORT No Report.

COMMITTEE REPORTS

Court/Wardship Committee:

Report. Chairman Chan reported to the commission that the Court/Wardship Committee was still inquiring into the out-of-home-placement process and monitoring the pre-adjudication detention criteria. He referred the commission to the memorandum on the December 11, 1990 committee meeting.

Facilities Committee:

Facility Inspection Report. Chairman Cohn reported that the committee had completed its statutorily-mandated annual inspections of Juvenile Hall and Log Cabin Ranch. The section of the report to be submitted on the Log Cabin Ranch Inspection is completed. The section on the inspection of Juvenile Hall is in preparation.

The Log Cabin Ranch Incident Report. A final draft is being prepared for submission to the full commission.

OMBUDSMAN'S REPORT Tom Rinaldo

Mr. Rinaldo reported to the commission that he and the subcommittee for developing another grant for the ombudsman position were making good progress as evidenced by the good reception at the S.F. Bar Association meeting. He stated that the grievance process at Log Cabin Ranch was much improved. He also stated that though it is a much more complex facility, there was significant improvement in the grievance process in juvenile hall. Finally, Mr. Rinaldo expressed his approval over the new grievance tracking forms which are to be instituted in juvenile hall.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT No Report

OLD BUSINESS

Standing Rules. Discussion on the standing rules was tabled and the draft was referred back to the Executive Committee.

NEW BUSINESS

Party for the Resigning and Retiring Commissioners. Chairman Clay suggested to the commission that it consider throwing a party for out-going commissioners Collins and Laws. He volunteered his home. Arrangements are to be planned at the Executive Committee meeting.

ADJOURNMENT

Chairman Clay asked if there was any other business to be discussed. Noting no response, he called the meeting adjourned at 5:19 p.m..

Arla Escontrias

Arla Escontrias for
Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
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MEETING AGENDA

FEBRUARY 7, 1991, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission---one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: THE HONORABLE DOUGLAS C. MUNSON

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VII. CHAIRMAN'S REPORT: C. DON CLAY
    A. STANDING RULES
        1. INFORMATION HANDLING POLICY
        2. STATUS OF THE DRAFT
    B. PROGRESS ON OMBUDSMAN GRANT
    C. EXECUTIVE COMMITTEE ADDITION
    D. STATE-WIDE TRAINING CONFERENCE

VIII. TREASURER'S REPORT

IX. COMMITTEE REPORTS
    A. COURT/WARDSHIP COMMITTEE
    B. FACILITIES COMMITTEE
        1. FACILITIES INSPECTION REPORT
        2. LOG CABIN RANCH INCIDENT REPORT

X. OMBUDSMAN REPORT

XI. DELINQUENCY PREVENTION COMMISSION REPORT

XII. OLD BUSINESS

XIII. NEW BUSINESS

XIV. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of the February 7, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two seats open on the commission. One is for a San Francisco youth (age 21 or under), and the other is for an adult. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman C. Don Clay called the meeting to order at 4:10 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Ruth M. Cowan, Agnes I, Chan, Don Chan, Frank P. Kelleher, James Loyce, Raymond Shonholtz, Elizabeth Siggins,

COMMISSIONERS EXCUSED

Sylvia Courtney, Raymond Shonholtz, Clifford E. Zall

COMMISSIONERS ABSENT Arla Escontrias

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

Judge Douglas C. Munson, Fred E. Jordan, Jr., Cheyenne Bell, Nehemiah Mead, Norman Cole, Felton Williams, Brenda Payton

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the January 3, 1991 regular meeting be approved as corrected.

Correction: On page 2, in the Chairman's report, under the topic "Bar Association Meeting on Ombudsman Funding, strike the words "...and ombudsman, Tom Rinaldo..."

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with a summary of the items received prepared by Director Fuller.

JUDGE'S CORNER: The Honorable Judge Douglas Munson

Report. The judge opened his comments by informing the commission that the courts were quiet after being quite busy in previous months. He reported that Commissioner Best had returned to City Hall and Commissioner Cincotta was back at YGC. Judge Mitchell was in training and unable to attend. The judge announced that he would be leaving the Juvenile Court in June, 1991. Judge Mitchell will replace him as Supervising Judge of the Juvenile Court. The judge announced that seismic studies of the courts have been scheduled and that a hate crime protocol is being developed in conjunction with the Mayor's Office. Judge Munson announced the first concert in a series of black history programs for youth in Juvenile Hall. The programs are being offered by the San Francisco Juvenile Justice Employees Committee.

Swearing-In Ceremony. Judge Munson announced that Commissioner Jay Rorty had been sworn-in in chambers.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Introduction of New Juvenile Hall Director. CPO Jordan introduced Nehemiah Don Mead, Ed. D., to the commission. Mr. Mead is the new Director of Juvenile Hall.

Report on Security at Juvenile Hall. Mr. Jordan turned the opening minutes of his response to the CYA report on Juvenile Hall to Mr. Mead and Norman Cole, Building and Grounds Superintendent for YGC. Messrs. Mead and Cole reported on security improvements already made to Juvenile Hall, including the trimming of trees close to the roof, and the repairs made to the parameter fence. They reported that the Conservation Corp had been contacted to obtain an estimate on the cost of cleaning the grounds between the girls' cottage and the gym. They also reported that plans were being considered for converting the parking lot into a more secured area. Additionally, Messrs. Mead and Cole addressed the following items which are in various stages of consideration: securing the parameter road around YGC, the conversion of the Juvenile Hall key system to a grand master key system, a fence alarm system, magnetic locks for the facility's outer doors and a television monitoring system. Mr. Jordan offered his observations and thoughts on the foregoing and took questions from the commission on the subjects.

Status of the Unit Management Concept Implementation in Juvenile Hall. Mr. Mead reported on the status of the implementation of the system in Juvenile Hall. He stated that there was some polarization of staff around the concept. Some staff, Mr. Mead reported accept it, given the historical problems of the facility. Others show concern and resentment based on the necessity to change their schedules in implementing it. Seniors and supervisors in particular not only resent the shift from four ten-hour days (with three days off) to five eight-hour days but also the fact that the change will mean that they will spend their entire work days in the cottages to which they are assigned. Finally, Mr. Mead estimated that the process would be in full implementation in between two to three months. Messrs. Jordan and Mead took questions from the commission on the subject.

Coro Foundation. Mr. Jordan introduced Alex Wong of the Coro Foundation who informed the commission that the foundation had four workers at YGC gathering information on volunteer programming.

Introduction of New Log Cabin Ranch Director. Mr. Jordan introduced Ms. Rosemary Finley to the commission. Ms. Finley is the new Director at Log Cabin Ranch. She made brief comments to the commission on the innovations which she is bringing to the ranch, including a parents support group, a demand for more accountability from staff and detainees alike, a commitment offense paper from each detainee, detainee biographies, a restitution program, more structured leisure and a horticulture program. Ms. Finley reported that the ranch population had been at 20 residents for the past three weeks. Judge Munson apprised the commission that the count would be rising as he had agreed to choose other placement options for the past several months in an effort to lower the count and give the new director a chance to get her program installed at the ranch. As a result of the lowered count, Ms. Finley reported that the ranch school would be losing a teacher during the week of February 11.

CHAIRMAN'S REPORT: C. Don Clay

Standing Rules. The topic of the standing rules was tabled until the next regular meeting on March 7, 1991.

Progress on Ombudsman Grant. Chairman Clay reported that the final draft of the new grant proposal was finished. However, due to the necessity of having to submit the proposal to potential funders as soon as possible, the chairman requested a motion allowing the executive committee of the commission to approve the proposal and begin the submission process.

It was moved, seconded, and carried:

> That the executive committee is empowered to approve the grant proposal for re-funding the ombudsman position, and to begin the process of submitting the proposal to potential funders.

Appointment to Executive Committee. Chairman Clay apprised the committee that it was his desire to add Commissioner Elizabeth Siggins to the executive committee without one of the present members of the committee resigning. The appointment required a commission-voted exception to the JJC bylaws which state that the executive committee shall have only six members.

It was moved, seconded, and carried:

> That Commissioner Elizabeth Siggins' appointment to the executive committee as an at large member is ratified.

Appointments to Standing Committees. Chairman Clay apprised the committee that he was appointing Commissioners Siggins and Rorty to the Court/Wardship Committee and Commissioner Zall to the Facilities Committee.

It was moved, seconded, and carried:

> That the appointments of Commissioners Siggins and Rorty to the Court/Wardship Committee and Commissioner Zall to the Facilities Committee is ratified.

State-Wide Training Conference. Chairman Clay informed the commission that he was in receipt of an invitation from the Department of the Youth Authority to attend an all expenses paid training conference for JJC and Delinquency Prevention Commissioners on juvenile justice in Sacramento on March 13 and 14. He apprised the commission that it was his intention to attend and instructed Director Fuller to make the necessary application and submission of alternate commissioners' names.

TREASURER'S REPORT Arla Escontrias

Director Fuller, reporting for the treasurer, informed the commission that the JJC checking account was $2.14 overdrawn.

COMMITTEE REPORTS

Court/Wardship Committee:

Report. Chairman Chan informed the commission that the committee was still in discussion with the probation department regarding its receipt of requested placement and detention criteria materials.

Facilities Committee:

Facility Inspection Reports. Chairman Cohn informed the commission that drafts of both the Log Cabin Ranch Inspection Report and the Juvenile Hall Inspection Report were finished and being prepared for submission to the full commission.

The Log Cabin Ranch Incident Report. Chairman Cohn reported that the final draft of the Log Cabin Incident Report was completed and had been distributed to the full commission for approval and release at the March 7 regular meeting.

OMBUDSMAN'S REPORT No Report.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT Jane Asselin

Ms. Asselin reported that the DPC's second survey of all Recreation and Parks playgrounds is nearing completion. She informed the commission that the Gay/Lesbian Youth Task Force (now 40 agencies) is nearing completion of its agenda. The Youth Employment Clearing House (with PG&E) will be finalized on March 1, 1991. Four DPC members attended and enjoyed the YGC Staff Awards ceremonies. Finally Ms. Asselin reported that the DPC is beginning to plan another Youth/Agency Awards party for June of this year.

OLD BUSINESS

Food Proposal. Former commissioner Beatrice Challiss Laws addressed the commission seeking a resolution or statement of support for a proposal and plan to revise the menus of the Youth Guidance Center kitchen, and upgrade the methods of preparation and service.

It was moved, seconded, and carried (with two abstentions: A. Chan and J. Loyce):

> That the commission approved of the proposal and plan, and would issue the requested expression of support.

Commissioner Loyce. Chairman Clay informed the commission that Commissioner James Loyce had been elected to the presidency of the Juvenile Probation Commission.

NEW BUSINESS

Bylaw on Personnel Policy. Chairman Clay apprised the commission that in the next several weeks he would be appointing a three commissioner special committee to review city employment policy and advise the commission on personnel policy.

ADJOURNMENT

Chairman Clay asked if there was any other business to be discussed. Noting no response, he called the meeting adjourned into executive session at 5:25 p.m..

____
Steve Cohn, Vice-Chairman for
Ruth Cowan, Secretary

Micheal H Fuller
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Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSIO
CITY AND COUNTY OF SAN FRANCI

MEETING AGENDA

MARCH 7, 1991, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission—one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. **SPECIAL ITEM:** RELEASE OF REPORTS

    A. THE "MINI-RIOT" AT LOG CABIN RANCH, JUNE 21, 1989
    B. THE JUVENILE HALL INSPECTION REPORT, DECEMBER 1990
    C. THE LOG CABIN RANCH INSPECTION REPORT, DECEMBER, 1990

VI. JUDGE'S CORNER: THE HONORABLE DOUGLAS C. MUNSON

VII. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VIII. CHAIRMAN'S REPORT: C. DON CLAY

    A. STANDING RULES
    B. PROGRESS ON OMBUDSMAN GRANT
    C. DISCUSSION OF COOPERATION WITH JPC ON PLACEMENT INQUIRY

IX. TREASURER'S REPORT

X. COMMITTEE REPORTS

    A. COURT/WARDSHIP COMMITTEE
    B. FACILITIES COMMITTEE

XI. OMBUDSMAN REPORT

XII. DELINQUENCY PREVENTION COMMISSION REPORT

XIII. OLD BUSINESS

XIV. NEW BUSINESS

    A. PROPOSED CHANGES IN JUVENILE COURT
    B. BOND ISSUE
    C. LETTER OF COMPLAINT

XV. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of the March 7, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two seats open on the commission. One is for a San Francisco youth (age 21 or under), and the other is for an adult. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman C. Don Clay called the meeting to order at 4:13 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Ruth M. Cowan, Agnes I. Chan, Don Chan, Frank P. Kelleher, James Loyce, Jay Rorty, Raymond Shonholtz, Elizabeth Siggins, Clifford E. Zall

COMMISSIONERS EXCUSED Sylvia Courtney

COMMISSIONERS ABSENT Arla Escontrias

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

Fred E. Jordan, Jr., Nelba Chavez, Cheyenne Bell, Nehemiah Mead, Melinda Mills, Felton Williams, Brenda Payton

STAFF Micheal H. Fuller, Tom Rinaldo

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the February 7, 1991 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with a summary of the items received prepared by Director Fuller.

SPECIAL ITEM: RELEASE OF REPORTS

Chairman Clay informed the commission and audience that the commission was prepared to release its reports: a.) *The "Mini-Riot" at Log Cabin Ranch, June 21, 1989*; b.) *The Juvenile Hall Inspection Report, December, 1990*; and c.) T*he Log Cabin Ranch Inspection Report, December, 1990.* Mr. Clay noted that all commissioners have received the report approval forms and are expected to turn them in. He also informed the audience and commission alike that because all commission statements made during the meeting are protected, that there should not be any statements which are not directly attributable to the reports made after the meeting is over. Finally, Chairman Clay called for a motion of approval for release of the three reports.

It was moved, seconded and carried:

That the commission:
(1) adopt the contents of the reports as prepared; and
(2) incorporate by reference the contents as though fully set forth into the record of this meeting; and
(3) that the reports be submitted to the Supervising Judge of the Juvenile Court and the California Youth Authority; and
(4) that the reports be made available to the public; and
(5) that the reports be transmitted to the Juvenile Probation Commission of the City and County of San Francisco and the Chief Juvenile Probation Officer of the City and County of San Francisco.

JUDGE'S CORNER: No Report. (See New Business below)

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Response to JJC Reports. Ms. Nelba Chavez, Director of Probation Services, opened the CPO's report in Mr. Jordan's stead. She informed Chairman Clay that the department was prepared to make a brief initial response to the JJC reports. Mr. Joe Berkowitz, Supervising Senior Counselor at Log Cabin Ranch, accepted the "Mini-Riot" and inspection reports for Ms Rosemary Finley, ranch director. Mr. Berkowitz stated that many of the recommendations contained in the two reports are being addressed in the program changes inaugurated by Ms. Finley. He stated that he had no major differences with regard to the accuracy of the reports. Mr. Don Mead, Juvenile Hall Director, thanked the commission for the inspection report, and stated that he was already taking some responding actions to matters of concern in the report. He also stated that the inspection report confirmed things he has found. Mr. Mead, in response to questions on the subject of overcrowding, reported on the methods which he is employing to eliminate double-bunking and unit overcrowding, and agreed that the individual units were overcrowded during 1990 even when the facility did not exceed its rated capacity.

CYA Telephone Monitoring. Mr. Mead next presented the commission with a letter from the California Youth Authority which noted that Juvenile Hall would no longer be subject to a program of telephone monitoring by the Department of the Youth Authority. The termination of the monitoring is a result of the hall's ability to keep its detainee population below the facility's rated capacity. Mr. Mead also stated that he recognized and agreed with the commission's recommendation that the orientation materials for incoming Non-English speaking detainees should be provided in written form in the primary language of the youth. Ms. Chavez closed the department's response to the reports by thanking the commission and lauding the quality of the reports.

Update on the Development of a Policy and Procedures Manual. Melinda Mills presented the probation department's update on its development of a policy and procedures manual. Ms. Mills stated that all divisions were actively working on developing manuals. She reported that the department would engage in meetings with consultant Jack Green of the American Corrections Association on April 2 & 3. She stated that the projected goal of completion was June 31, 1991.

Update on Responses to the *2nd Look* Recommendations. Mr. Mead presented the department's report on its responses to the recommendations on Juvenile Hall made in the commission report, *A 2nd Look, Follow-up To The May 1989 Report On Conditions In Juvenile Hall.* Mr. Mead reported that the goals had not been achieved with regard to the recommendations involving the development and distribution of a policy and procedures manual for the juvenile hall. Mr. Mead stated that with regard to the recommendations on the establishment of step programs in juvenile hall, that the goals had been achieved but with only limited effectiveness. On the recommendations involving discipline procedures and room confinement, Mr Mead reported that the discipline procedures had been developed and implemented. However, training in the procedures has been limited and of limited effectiveness. He stated that the procedures were cumbersome and would be re-written. On March 4, the department accepted a proposal by the Broadcast/Communications Arts Department of S.F. State to produce an orientation video, hopefully to be reproduced for Non-English speakers in the future. Mr. Mead also reported that with regard to the recommendations on the development of grievance procedures, that the procedures were developed and being refined. He stated that employees had been trained in the use of the procedures, but inadequate communications in the hall hampered the consistency of their implementation. With regard to the recommendations on the development of an escape policy, Mr. Mead reported that an escape policy was in force, and that the staff was trained in its implementation. However, he stated it would probably be re-written. On the recommendations involving the overdue staff performance evaluations, Mr. Mead reported that not all of the evaluations were completed. All, however, were scheduled for completion by the end of March.

Supervision Proposal. Community Services Director, Cheyenne Bell, reported on the development of a new program of community-based supervision and the request for proposals on the program. She reported that the department had hosted a bidding conference on February 28, 1991. The program will be funded with $100,000 of the $300,000 saved by the year-long closure (remodeling) of units in juvenile hall. The Board of Supervisors returned the savings to the department, but earmarked them for use in community based programs. The commission, after extensive questioning, decided to terminate its queries until Mr. Jordan, who was not in attendance, could be present. Shortly thereafter, Mr. Jordan arrived and the questioning resumed. Questions were also taken at this point on Mr. Mead's *2nd Look* progress report, the issues of overcrowding and the department's plans for the unit presently closed in juvenile hall.

CHAIRMAN'S REPORT: C. Don Clay

Standing Rules. A director-prepared draft of the standing rules was referred to the executive committee for review and consideration.

Progress on Ombudsman Grant. Chairman Clay reported that the Ombudsman grant proposals had been distributed to all the identified potential funders. He stated that he and Commissioner Shonholtz were making appointments with the recipients of the proposals. Commissioner Shonholtz confirmed the chairman's report and described the funding cycles into which the commission was targeting.

Modification of the Ombudsman Grant. Director Fuller reported that he had researched the process of modifying/extending the Ombudsman's contract with monies which were unspent in the present Tidelands grant. He stated that the process would require only the notification of the primary contractor, the Jefferson Company.

It was moved, seconded and carried:

> That the contract of Tom Rinaldo, Ombudsman, be modified/extended with the funds remaining in the Tidelands grant which were allocated for that purpose.

Cooperation Between the JJC and JPC on a Joint Placement Inquiry. Chairman Clay opened discussion on the possibility of cooperation between the Juvenile Justice Commission and the Juvenile Probation Commission on the subject of a joint probation placement inquiry. Commissioner Loyce described the preliminary discussions on the matter and apprised the commission that it would soon be receiving a letter from the JPC executive secretary, Pat Marrone, outlining the JPC progress and the areas in which it would be profitable to cooperate. The commission suspended discussion of the topic pending receipt of the letter.

TREASURER'S REPORT Arla Escontrias

Director Fuller, reporting for the treasurer, informed the commission that the JJC checking account contained $1.11.

COMMITTEE REPORTS

Court/Wardship Committee:

Report. C/W Chairman, Don Chan, described the six items of placement information which the committee has been seeking from the department, and reported to the commission that he, Commissioner Rorty, and Director Fuller had met with CPO Jordan, Ms. Chavez, Ms. Bell and Ms. Sandra Clayborn (Director, Management and Information Services) on February 28, to discuss the information. He reported that the meeting had produced some of the information, as well as an agreement on when the remaining information requested would be provided.

Facilities Committee:

The Facility Inspection and Log Cabin Ranch Incident Reports. Facilities Committee Chairman, Steve Cohn, reported to the commission that the issuance of the reports would be his last act as chairman of the facilities committee. He characterized the reports as a drop in the bucket with respect to their representing the amount of work which the commission put into them. He stated that there has been notable improvement at the facilities since the arrival of CPO Jordan. He stated a number of problem areas still remain. He thanked his committee, and he thanked the commission for the opportunity to serve them as the committee chairman.

Committee Appointments. Chairman Clay appointed Commissioner Cohn to the Court/Wardship committee and elevated Commissioner Cowan to the chairmanship of the Facilities committee.

It was moved, seconded and carried:

> That the appointments of Commissioner Cohn to the Court/Wardship Committee and Commissioner Cowan to the chairmanship of the Facilities Committee are ratified.

New Facilities Chairman Comments. Mrs. Cowan thanked Chairman Clay for appointing her to the chairmanship. She reported on her most recent trip to Log Cabin Ranch on February 19. She extended an invitation to Mr. Mead and Ms. Finley to meet with the Facilities Committee.

OMBUDSMAN'S REPORT

Mr. Rinaldo informed the commission that he had just published and distributed his second quarterly report. He described several of the issues covered in the report, including introduction of new grievance forms and training in the grievance process.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT No Report.

OLD BUSINESS

Draft of Letter on the Juvenile Hall Contraband Policy. Chairman Clay referred the letter draft to the executive committee for review.

NEW BUSINESS

Proposed Changes In Juvenile Court. Chairman Clay reported on his March 3 meeting with Presiding Judge John Dearman of the Superior Court regarding the proposed changes in the Juvenile Court arising from Assembly Bill 3300. Judge Hanlon was also present. Chairman Clay informed the commission that recent newspaper accounts were vastly overstating the contention that the Juvenile Court would be losing a judge. He stated that the proposed changes were in the earliest planning stages and that many groups would be consulted, and much more consideration lay ahead before a decision would be made.

Bond Proposal. Mr. Mead made a brief report on the development of a new bond proposal for this fall's election to build a new YGC. Commissioner Loyce informed the commission of several meetings and planned activities involving the development of the bond proposal. Mr. Jordan took questions on the development of the new proposal.

Letter Of Complaint. The letter, written by Ms. Linda Hallen of Threshold for Change, Inc., and containing a complaint against the probation department, was referred to the Court/Wardship Committee for review and consideration.

ADJOURNMENT

Chairman Clay asked if there was any other business to be discussed. Noting no response, he called the meeting adjourned at 5:58 p.m..

Ruth Cowan, Secretary

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING AGENDA

APRIL 4, 1991, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission---one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. **SPECIAL REPORT:** BOND PROPOSAL TO BUILD A NEW YGC
PRESENTORS: LORETTA GIORGI, DEPUTY CITY ATTORNEY & NEWTON LAM, MAYOR'S OFFICE

VI. JUDGE'S CORNER: THE HONORABLE DOUGLAS C. MUNSON

VII. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VIII. GUEST SPEAKER: MICHAEL SCOTT, DIRECTOR, TRANSITION HOUSE

IX. CHAIRMAN'S REPORT: C. DON CLAY

    A. STANDING RULES
    B. PROGRESS ON OMBUDSMAN GRANT

X. TREASURER'S REPORT

XI. COMMITTEE REPORTS

    A. COURT/WARDSHIP COMMITTEE
    B. FACILITIES COMMITTEE

XII. OMBUDSMAN REPORT

XIII. DELINQUENCY PREVENTION COMMISSION REPORT

XIV. OLD BUSINESS

XV. NEW BUSINESS

XVI. ADJOURNMENT TO EXECUTIVE SESSION

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of the April 4, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two seats open on the commission. One is for a San Francisco youth (age 21 or under), and the other is for an adult. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman C. Don Clay called the meeting to order at 4:08 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Ruth M. Cowan, Arla Escontrias, Agnes I. Chan, Don Chan, Frank P. Kelleher, James Loyce, Jay Rorty, Elizabeth Siggins, Clifford E. Zall

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COMMISSIONERS EXCUSED Sylvia Courtney, Raymond Shonholtz

COMMISSIONERS ABSENT None

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Douglas C. Munson and Donald S. Mitchell, Fred E. Jordan, Jr., Nelba Chavez, Cheyenne Bell, Nehemiah Mead, Felton Williams, Brenda Payton

STAFF Micheal H. Fuller, Tom Rinaldo

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the March 7, 1991 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: Bond Proposal. Mr. Newton Lam (Mayor's Office) and Ms. Loretta Giorgi (Deputy City Attorney) presented the commission with copies of the draft of the bond program proposal to build a new Youth Guidance Center and Juvenile Hall. Mr. Lam spoke first emphasizing the need to replace the existing facility and offices. He also asked for the JJC's support in working for the passage of the bond proposal. Ms. Giorgi followed Mr. Lam and emphasized four major concerns regarding the layout and size of the proposed facility: public safety, quality of care, efficient service delivery and cost effectiveness. She stated to the commissioners that it was the position of the supporters and writers of the bond proposal that the existing facility could not meet the requirements of those four areas and, that only a new facility will. Ms. Giorgi argued that it would not be cost effective to refurbish the existing buildings and urged the commission to support the passage of the bond proposal.

Chairman Clay urged the commissioners to review the draft and opened the floor to questions. The commissioners inquired about monies for community-based programs which were included in the previous bond proposal.

JUDGE'S CORNER: The Honorable Douglas C. Munson

Introduction of Assistant Supervising Judge. Judge Munson introduced the Honorable Douglas S. Mitchell to the commission.

Status Report on the Juvenile Court. Judge Munson reported that Department 29 (his court) is working quietly and smoothly.

Proposed Changes In Juvenile Court. Judge Munson described the proposed changes in the court which were reported in the newspapers in late February, and discussed at the previous JJC meeting (3/07/91), as only in the discussion stage. He stated further that the reported changes were only one set of many options which the presiding judge of the Superior Court was considering.

Judge Mitchell's Observations. Judge Mitchell described Department 30 (his court) as quite busy. He stated that he was surprised by the number of auto burglaries over which he was presiding. He stated that he found the number of youths that he was seeing who were not going to school "incredible." There was limited discussion between Judge Mitchell and Judi Mar of the Asian Youth Substance Abuse Project on the difficulty of keeping kids in school.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Supervision Proposal. Mr. Jordan turned the floor over to Director of Community Services, Cheyenne Bell. Ms. Bell reported that eight proposals had been received for the Intensive Home-Based Supervision and Service Progam for Youthful Offenders which the department will fund. A five-member screening group has been impaneled and will meet on April 12 to make recommendations to the department about the best candidates. After the candidates are selected and the necessary contracts drawn up and signed, the program will be presented to the Civil Service Commission which will be asked to grant exemptions to the programs youthful workers.

Mr. Jordan next described the educational and legal requirements for the project's proposed workers. He then fielded a number of questions from the commission.

Detention Criteria. Ms. Judy Hogan, Supervising Senior Probation Officer, presented a report analyzing statistics related to the detention instrument used to guide pre-adjudication detention/release decisions. Ms. Hogan reminded the commission that in January and February of 1990 there were fifteen youths evaluated with a numerical score that indicated they should be detained, but who were released as a result of the evaluating probation officer overriding the instrument. All fifteen youths appeared in court as scheduled. However, three were re-arrested within thirty days (the state-mandated period for adjudicating the presenting offense). Ms. Hogan then reported on a larger sampling of youth reviewed from those evaluated in August and September of 1990. In the second group, twenty-six youths scored at the level indicating detention but were released as a result of the evaluating probation officer overriding the instrument. Again, three youths were re-arrested within thirty days. Ms. Hogan promised to present a written report on the statistics along with a copy of the detention screening instrument.

GUEST SPEAKER: Transition House. Michael Scott, Director, Community Treatment Services, S.F. Boys Home. Mr. Scott, after introducing several members of his staff, began his report by giving the commission some of the important historical developments related to the House. He stated that the program was begun in December of 1981 with six youths. The program capacity was expanded to ten youths in 1983, and the length of stay for the youths was shortened from five months to two and a half months in 1984. Youths who come into the program receive services from numerous agencies who are all aiming at getting the youths employed and back into school. Mr. Scott stated that the program regards itself as a link between institutional programs and community based programs. During their brief stay, the youths are worked with around all of their problems---school, family, drugs, etc. Mr. Scott reported that the failure rate at the Transition House is very low (that is, 20% are sent back to the ranch or go AWOL). Mr. Scott stated that he is going to have to go to other departments and other divisions of the probation department for the short-term referrals he seeks because the count at Log Cabin Ranch (his main referral source traditionally) remains so low

CHAIRMAN'S REPORT: C. Don Clay

Report On Mayor's Office Meetings. Chairman Clay reported on the meeting held in the Mayor's Office on March 22, 1991. The meeting featured a guest speaker, Mr. Ira Schwartz, from Michigan. Mr. Newton Lam also spoke on the proposal to send several persons from San Francisco, which was discussed at the meeting, to Broward County in Florida, which has de-institutionalized and converted its juvenile probation program to a community-based system.

Standing Rules. Chairman Clay, noting a lack of comments and no criticism on the draft of the standing rules which was before the commission, called for ratification. It was moved, seconded and carried:

> That the standing rules of the Juvenile Justice Commission are ratified.

Progress on Ombudsman Grant. Chairman Clay reported on the meetings he was conducting with various foundations to locate funding for the next year of operations for the Ombudsman's Office. He stated that of the ten proposals sent out, he had received five positive and encouraging responses. He also noted that this is a very difficult economic climate in which to raise funds. Chairman Clay reported that he is doing the bulk of the fund raising alone because of the departure of Commissioner Shonholtz who will be abroad for the next four months.

Chairman's 1990 Annual Report. Chairman Clay announced that the 1990 Annual Report from previous chairman, Beatrice Challiss Laws was completed and available at the commission table for any person wanting a copy.

Commission Candidate Resume. Chairman Clay instructed all commissioners to review the resume of the latest commission applicant and make comments to Mr. Fuller or Judge Munson. An interview will be convened before the next regular meeting.

Correspondence Folders. Chairman Clay apprised the commissioners of a new procedure in which every piece of significant correspondence received or sent by the commission will be reproduced and placed in their correspondence folders. He asked the commissioners to make comment on whether the previous procedure (a correspondence summary sheet) was more or less preferable than the one employed at this meeting.

TREASURER'S REPORT Arla Escontrias. No Report.

COMMITTEE REPORTS

Court/Wardship Committee:

Report. C/W Chairman, Don Chan, apprised the commissioners that the C/W committee is in receipt of all placement materials which were promised immediately by the department. The committee will review them for comment at the next meeting.

Facilities Committee:

Meeting with Directors Mead and Finley. Facilities Chairman Ruth Cowan announced the April 9 meeting and discussions with D. Mead and R. Finley. The meeting will begin at 5:15, but the guests will not arrive until 6:00 p.m.. All commissioners are invited.

CYA Tour. Ms. Cowan apprised the commission that the committee will be taking a tour of the CYA facilities in Stockton and Sacramento with Judges Mitchell and Hitchins on May 15.

Internal Inspection Report. Chairman Cowan also informed the commission that she would give an internal report of the inspection which she and Commissioner Agnes I Chan conducted of the juvenile hall on April 3, 1991.

Letter To City Attorney. Commissioner Zall inquired as to whether there had been a response to his letter to the City Attorney. The letter concerned a clarification on the issue of whether the commission can take a position on the bond proposal, and also what role will the JJC play in the design of the proposed facilities. Chairman Clay responded that he had requested and been assured that a written response was forthcoming.

Schiraldi Letter. Chairman Cowan introduced the letter written by JPC commissioner, Vincent Schiraldi, to the JPC asking that that commission consider closing Log Cabin Ranch.

Supervising Counselors Association. Mr. Granville Hogg, recently elected president to the SCA was introduced by Director Fuller. Mr. Hogg made comments on the training of juvenile hall staff which will be inquired into by the Facilities Committee.

OMBUDSMAN'S REPORT

Mr. Rinaldo gave a brief report in which he addressed three issues: a) that he was reviewing the record keeping procedures inside probation services; b) that he was training staff in the use of the new grievance forms; and c) that he was beginning work on his third quarterly report. Mr. Rinaldo also praised the program changes at Log Cabin Ranch, noting that there were very few complaints about the changes.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT

Ms. Jane Asselin reported for the DPC. She informed the commission that the DPC had sworn in eight (8) commissioners for continuing terms and one (1) new commissioner, Jeff Corino of the Marina Times. The DPC held its 2nd Youth Employment Breakfast with business leaders on March 20, 1991 at the Chamber of Commerce office. She reported that the Coordination Council sponsored a community forum on the Community Police Officer Program on March 21, 1991. The DPC Recreation Survey is now complete for the Recreation and Parks system. The DPC Youth Employment Coalition Brochure is now available at the DPC office. Members of the Youth Employment Coalition have formed a speakers bureau which enables youth and counselors to speak before business, neighborhood and civic groups. The DPC met with the Human Rights Commission's Education Committee along with Commissioner Loyce (JJC & JPC) and Commissioner Rorty (JJC) on March 21, 1991. The DPC is planning: a Female Offender Conference on May 23, 1991 at the Hall of Flowers, and tours of the Hall of Justice and YGC agencies. The DPC also is planning their Annual

Awards Night in June. Ms. Asselin announced that she will be replaced as liaison for the DPC by Ms. Libbie Youhn.

OLD BUSINESS

Letter to CPO Jordan. Chairman Clay apprised the commission that he is waiting for a response from CPO Jordan to the JJC letter on the Juvenile Hall contraband policy.

NEW BUSINESS

Ratification of the Personnel Policy Committee Appointment.

It was moved, seconded and carried:

> That the appointments of Commissioners Escontrias, Courtney, Cohn, Rorty and Siggins to the special committee on Personnel Policy is ratified.

July Regular Meeting. Chairman Clay had all commissioners check their calendars for conflicts to the proposed change of the regular meeting from Independence Day to July 2. Noting no conflicts, and having confirmation from Juvenile Hall Director Mead that the change can be scheduled, Chairman Clay changed the date of the July regular meeting to Tuesday, July 2, 1991 at 4:00 p.m. in the YGC Chapel.

ADJOURNMENT

Chairman Clay asked if there was any other business to be discussed. Noting no response, he called the meeting adjourned at 5:20 p.m..

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING AGENDA

MAY 2, 1991, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission---one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: THE HONORABLE DOUGLAS C. MUNSON

VI. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VII. GUEST SPEAKER: MS. GLORIA BURCHARD, PRINCIPAL, WOODSIDE LEARNING CENTER

VIII. CHAIRMAN'S REPORT: C. DON CLAY

IX. TREASURER'S REPORT

X COMMITTEE REPORTS

  A. COURT/WARDSHIP COMMITTEE
  B. FACILITIES COMMITTEE

XI. OMBUDSMAN REPORT

XII. DELINQUENCY PREVENTION COMMISSION REPORT

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of the May 2, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two seats open on the commission. One is for a San Francisco youth (age 21 or under), and the other is for an adult. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman C. Don Clay called the meeting to order at 4:10 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Ruth M. Cowan, Agnes I. Chan, Don Chan, James Loyce, Jay Rorty, Elizabeth Siggins, Clifford E. Zall

COMMISSIONERS EXCUSED Sylvia Courtney, Arla Escontrias, Frank P. Kelleher, Raymond Shonholtz,

COMMISSIONERS ABSENT None.

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Douglas C. Munson, Fred E. Jordan, Jr., Cheyenne Bell, Nehemiah Mead, Felton Williams, Brenda Payton

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the March 7, 1991 regular meeting be approved as corrected.

Correction: On page one, in the **Special Report** on the Bond Proposal (last line of the paragraph), strike the words "...passage of the..."

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

JUDGE'S CORNER: The Honorable Douglas C. Munson

Bench Warrants for Placement Runaways. Judge Munson informed the commission that in the last several months, it was his impression that he was signing an "inordinate" number of bench warrants on minors who had run from private placements. The judge stated that it was his perception that this was a problem into which the commission should inquire. He informed the commission that he would like to know what happens when a youth flees placement, how many are being caught and what is being done with the runaways. He also stated that he wanted to know why the kids are running away, how many are running away, are they arrested, are they returned to placement, "...is someone minding the store...?" Finally, he wanted to know what were the consequences for running away? He stated that he had never had a minor brought back before him for running away.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Department of Justice Visit. CPO Jordan reported that the United States Department of Justice had sent three representatives to inspect Juvenile Hall on April 15 and 16 as part of the department's on-going inquiry into constitutional and legal issues of juvenile detention in the City and County of San Francisco. Mr. Jordan reported that the representatives stated the intention that they would be filing a complaint which might result in litigation against the City and County of San Francisco.

SPECIAL REPORT: Woodside Learning Center. Ms Gloria Burchard, principal of the Center, reported to the commission, accompanied by Center staff members, Maxine Gonsalves, Mary Grafflin and Berta Moore. Ms. Burchard began by assuring the commission that the educational program which the Center offers conforms to federal, state and local guidelines. She also passed out a packet of materials describing the components and objectives of the Center program. Ms. Burchard next described the basic offerings on every unit in Juvenile Hall, and the staff development period which occurs at the end of each day. Ms. Burchard described her work as falling into two jobs: a) to provide instruction for the minors detained; and b) to gather data, utilize it and distribute it to the inter-related agencies serving the minors. Ms. Burchard then gave brief descriptions of her participation in the placement process, and the Center's student profile forms, the Log Cabin Ranch (hereafter LCR) program, class mock-ups for Juvenile Hall, the availability of reading materials to minors detained in Juvenile Hall, and computerized educational services.

Ms. Burchard and her staff responded to questioning from the commission on the development of individual educational programs, the IBM literacy lab program, the Apple computer services at LCR, testing procedures, the availability of the GED alternative and diagnostic work performed by the Center. She also responded to questioning on how soon after arrest and detention does schooling begin. Finally, Ms. Burchard agreed to meet or make her staff available for meeting with the standing committees of the commission as the need arose.

CHAIRMAN'S REPORT: C. Don Clay

Regional JJC/Delinquency Prevention Commission Meeting. Chairman Clay reported that he had received a letter from the chairman of the Contra Costa JJC inviting commissioners to an eight county network meeting of JJCs/DPCs to be held in Contra Costa County on May 11, 1991. He announced that the meeting was open to all commissioners.

Ombudsman Grant. Chairman Clay reported that there were upcoming meetings scheduled with various foundations in the continuing effort to get the Office of the Ombudsman refunded. He stated that he was awaiting response from the San Francisco Foundation on the issue of interim funding after the exhaustion of the present grant monies supporting the ombudsman.

Executive Committee Meeting. Chairman Clay announced that the next executive committee meeting would be on May 16, at 5:15 p.m. in the commission office.

Supervising Counselors Association Letter. Chairman Clay apprised the audience and members of the probation department staff that the commission was in receipt of a letter from Granville Hogg, president of the SCA, stating that neither he or his fellow staff members had been trained in the escape policy presently in effect in Juvenile Hall. The letter was accompanied by a signed petition supporting his statement. The petition's signees included all permanent counseling staff employed at Juvenile Hall. Chairman Clay, noting that Dr. Mead, Director of Juvenile Hall, had reported to the commission that all staff was trained in the policy, asked Dr. Mead for a clarification on the matter. Dr. Mead responded that the counseling staff had not been trained as had been his understanding when he came on as director. He informed the commission that the training was being scheduled. To queries on when the training would be completed, Dr. Mead stated that he thought it would be completed by the next regular meeting (June 6) of the commission.

Request for JJC Office Space. Director Fuller reported to the commission that the Department of Social Services had made a request to the Space Utilization Committee of the Probation Department regarding a move into the contiguous areas now occupied by the Department of Public Health and the JJC, and including the empty office formerly used for storage of Juvenile Court records. Mr. Fuller reported that the move proposed for the JJC involved the commission relocating into the square office at the rear of the W-1 building now occupied by DSS staff. Mr. Fuller reported, that after some research on the matter and consultation with commissioners, he had attended the May 2 meeting of the Space Utilization Committee and opposed the request. The matter was put on hold pending location of more desirable space into which the commission could relocate.

COMMITTEE REPORTS

Court/Wardship Committee:

Out of Home Placement Inquiry. C/W Chairman Don Chan reported that at the April 18 meeting of the committee it was discovered that materials supplied by the department in response to the committee's request for information were incomplete. Commissioner Chan stated that since the provision of the incomplete materials, several additional issues had arisen, the most recent he noted brought to the commission by Judge Munson (see Judge's Corner). Mr. Chan stated that the committee would be considering new strategies for moving the inquiry at its May 6 meeting.

Facilities Committee:

Meeting With William Greer, Consultant, California State Department of the Youth Authority. Facilities Committee Chairperson Ruth Cowan reported on the April 30 meeting with Mr. Greer, who among other things, inspects the facilities of the city and county for CYA. She stated that the meeting was scheduled ostensibly to discuss common concerns which the commission shared with Mr. Greer on the matter of unit overcrowding in Juvenile Hall. In addition to the overcrowding matter, Commissioner Cowan informed the commission that Mr. Greer reminded the commissioners present that they were the "eyes and ears of the Juvenile Court." Commissioner Cowan emphasized the importance of keeping the Juvenile Court informed. She suggested that the commission consider requesting a reinstatement of the commission-Juvenile Court quarterly meetings which were held in past years. Judge Munson responded favorably to the suggestion and advised the commission to simply send a letter requesting the scheduling of such meetings.

Additionally, Commissioner Cowan reported that the meeting with Mr. Greer produced the suggestion that the commission request a daily beds out of order count from the Juvenile Hall for ninety days beginning on May 1. Commissioner Cowan explained that the bed count information would greatly enhance the commission's ability to evaluate the state of overcrowding in the units of Juvenile Hall.

Log Cabin Ranch Task Force. Commissioner Cowan reported that as a result of information gathered by the task force (of which she, Director Fuller, and Commissioner Cohn are members) that she was suggesting that the JJC should discuss all pertinent information uncovered relating to the future of LCR in the commission's regular monthly meetings.

Juvenile Hall Supplies. Commissioner Cowan informed the commission that both as a result of committee inspections and confidential reports from persons working in Juvenile Hall, that it had come to the attention of the committee that persistent shortages in clothing and basic hygiene items continued to be in evidence. The recent laundry difficulties brought to the commission's attention by the ombudsman's report appeared to exacerbate the clothing shortages. Commissioner Cowan stated that there also appeared to be some question as to whether the shortages were the result of a failure to adequately budget for the materials.

Unit Management in Juvenile Hall. Commissioner Cowan asked for a brief report on the progress of the implementation of the unit management system in Juvenile Hall. Dr. Mead reported that the line staff in the cottage units of Juvenile Hall were undergoing training in team development to augment the process of implementation begun in early April. Dr. Mead also responded to questioning on the chain of command in situations where unit managers (senior counselors) are not available. Under questioning it was revealed that the Counselor II positions once projected as substitutes for absent or otherwise unavailable senior counselors had not been implemented into the unit management chain of command.

Fire Drills. Commissioner Cowan requested that the Juvenile Hall conduct a fire drill and announce the date and time so that commissioners could be present and view the exercise.

OMBUDSMAN'S REPORT No Report.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT No Report.

OLD BUSINESS No Old Business.

NEW BUSINESS

Resignation of Commissioner James E. Loyce. Commissioner Loyce read to the commission his letter of resignation effective June 6, 1991.

Results of Applicant Screening. Director Fuller, reporting in Commissioner Kelleher's stead, announced to the commission that the screening committee of the JJC had made a unanimous recommendation that applicant Georgia Bates Creel be impaneled on the commission in the available adult seat.

ADJOURNMENT

Chairman Clay asked if there was any other business to be discussed. Noting no response, he called for a motion to adjourn. The meeting was adjourned at 5:26 p.m..

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING AGENDA

JUNE 6, 1991, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission—one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. **SPECIAL REPORT.** MRS. JOAN COYNE, PRESIDENT VOLUNTEERS AUXILIARY

VI. JUDGE'S CORNER: THE HONORABLE DOUGLAS C. MUNSON

VII. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

VIII. **SPECIAL REPORT.** MS. SHIRLEY GROSS EXECUTIVE DIRECTOR, BAYVIEW HUNTERS POINT FOUNDATION: "UPDATE ON THE HOME DETENTION PROGRAM"

IX. CHAIRMAN'S REPORT: C. DON CLAY

X. COMMITTEE REPORTS

    A. COURT/WARDSHIP COMMITTEE
    B. FACILITIES COMMITTEE

XI. OMBUDSMAN REPORT

XII. DELINQUENCY PREVENTION COMMISSION REPORT

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of the June 6, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two seats open on the commission. One is for a San Francisco youth (age 21 or under), and the other is for an adult. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman C. Don Clay called the meeting to order at 4:13 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Ruth M. Cowan, Arla Escontrias, Agnes I. Chan, Don Chan, Georgia Bates Creel, Frank P. Kelleher, James Loyce, Jay Rorty, Elizabeth Siggins, Clifford E. Zall

COMMISSIONERS EXCUSED Sylvia Courtney, Raymond Shonholtz,

COMMISSIONERS ABSENT None.

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Douglas C. Munson, The Honorable Donald S. Mitchell, Fred E. Jordan, Jr., Cheyenne Bell, Nehemiah Mead, Felton Williams, Brenda Payton

STAFF Micheal H. Fuller & Tom Rinaldo

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the May 2, 1991 regular meeting be approved as mailed.

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COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: Volunteer's Auxiliary. President Joan Coyne reported to the commission. Mrs. Coyne apprised the commission that the board of directors of the Volunteer's Auxiliary has designated fiscal year 1991-1992 as "The Year of Transition." Mrs. Coyne stated that the Auxiliary's main function is to serve the unfortunate children of the city and county of San Francisco, augmenting the bare necessities provided by city agencies. Among the services described by Mrs. Coyne were clothing, orthodontia care, medical care not met by MediCal, tutoring, psychiatric counseling, dance lessons, gymnastics lessons, music and art lessons. The Auxiliary also provides graduation expenses for some of the juvenile court system's wards. Birthdays are remembered and Christmas gifts are provided for 4000 youths. Beginning this year, the Auxiliary will meet requests for the needs of HIV positive children and medically fragile infants. Also this year, the Auxiliary was one of the benefactor groups for the Black Adoption Fair.

Mrs. Coyne then apprised the commission of some of the Auxiliary's projected budgetary categories. The expenditures included the following items in Probation Services: medical and dental services, clothing, job training, recreation, miscellaneous expenses, community services and education. In Juvenile Hall, Mrs. Coyne listed school programs, recreation and miscellaneous services. At Log Cabin Ranch, Mrs Coyne listed spiritual guidance and recreation services. For the Social Services Department Mrs. Coyne listed clothing, medical and dental services, school expenses, scholarships and miscellaneous expenses. To date in the Juvenile Hall, Mrs. Coyne reported an expenditure of $5000 on recreation services. Mrs. Coyne also reported that the Auxiliary had provided grooming supplies for Juvenile Hall such as soap, shampoo, hair ointment, feminine hygiene products and undergarments. The Auxiliary spent $1400 for a consultant to the Probation Department Sex Offender Program, purchased a washing machine for Juvenile Hall for $370, funded an art program for $10,500 and recently purchased a food service cart for $3800.

Commissioner Cowan commended Mrs Coyne and the Auxiliary, and questioned whether basic supplies such as toiletries and recreation services shouldn't be provided through the Juvenile Hall general fund budget. Judge Mitchell responded that the direction of general fund budgeting for such items was moving toward a heavier reliance on private funding.

JUDGE'S CORNER: The Honorable Douglas C. Munson

Reduction of Juvenile Court Commissioners. Both Judges Mitchell and Munson spoke to the commission on the impending reduction of bench officers at the Juvenile Court in the upcoming fiscal year. The Juvenile Court will be losing Commissioner Hewlet, which will reduce the number of available courtrooms from five to four. Judge Mitchell will be handling the required reorganization of the Juvenile Court operations. Judge Munson apprised the commission that he had turned over virtually all the managerial responsibilities of the Court to Judge Mitchell in order that the incoming supervising judge could get a headstart on the tasks which lay before him.

Swearing-In of Commissioners. Judge Munson swore in new commissioner Georgia Bates Creel and returning commissioner Frank P. Kelleher.

Departing Comments. Judge Munson reminded the commission that this was his last meeting as the Supervising Judge of the Juvenile Court. He described his early days on the bench at YGC, and his increasing fondness and dedication to the job, staff and clients of the Court. He reminded the commission that while much that is wrong is normally the public focus of the commission, there is also much that is going well at YGC. He stated that one observation which pleased him was the numbers of youth who graduated their probation successfully. He also encouraged the commission to remain vigilant in its inquiries, and reiterated his position that the commission should remain as independent of the Court as possible. He thanked the commission and others he had worked with for the privilege of helping to make San Francisco a better place.

Luncheon Announcement. Felton Williams, Juvenile Court Calendar Coordinator, reminded the commissioners of the planned farewell luncheon honoring Judge Munson on June 28, 1991.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

American Correctional Association Meeting. Mr. Jordan apprised the commission of the meeting held earlier that afternoon featuring representatives from the ACA. The meeting was convened as a consultation session on getting the Probation Department accredited.

Home-Based Intensive Supervision Program. Mr. Jordan announced that the Probation Department had chosen the service providers pending approval from the Juvenile Probation Commission and the Board of Supervisors. The program will be funded with $100,000 from the present fiscal year budget. Community Services Director Cheyenne Bell identified the chosen providers as: OMI Pilgrim Community Center, the Asian Youth Center, Bayview-Hunters Point Foundation, Potrero Hill Neighborhood House and Morrisania West Inc.. Ms. Bell answered questions on the targeted population, the division of the funding, the selection process and the provision of services to Hispanic youths specifically. Judge Mitchell also commented on the latter matter.

Juvenile Hall Escape Statistics. CPO Jordan and Juvenile Hall Director Mead apprised the commission that the statistics formerly requested in late April had been provided that morning. Director Fuller confirmed the submission, informing the commissioners that he had been able to add the matter to their correspondence folders along with the original letter of request. Facilities Chairman Cowan asked that the matter be tabled until the next regular meeting for discussion.

May 16 Administrative Coverage Incident. CPO Jordan explained that the failure to reach Director Mead and Juvenile Hall Assistant Director Medina during the afternoon of May 16 was due to a failure in the paging equipment used. He stated that the matter, though troubling, was handled appropriately by the staff on duty in the two directors' place. That is, failing to contact either Mr. Mead or Ms. Medina, the staff in charge then got in contact with him. Commissioner Cowan expressed her concern that the Juvenile Hall Log indicated that authorization for the medical transportation of a detainee experiencing a life-threatening emergency to SF General Hospital was delayed. Both Mr. Mead and CPO Jordan gave their assurances that the transport was handled in a timely fashion. Mr. Mead stated that his staff had the authority to order the transporting of the detainee under those circumstances, and that they had not been attempting to reach him to seek authorization. Rather they had been seeking to reach him to inform him of the matter. Further Mr. Mead asserted that his staff had responded as trained in the matter.

SPECIAL REPORT: Bayview-Hunters Point Foundation Home Detention Program. (Prior to the report, Commissioner Rorty excused himself from participation in any questions, discussions or votes involving the Bayview-Hunters Point Foundation to avoid the appearance of a conflict. Commissioner Rorty is an employee of the foundation.) Ms. Shirley A. Gross, BHPF Executive Director and Interim Director-Youth Services reported to the commission. Ms. Gross supplied the commissioners with an informational handout to refer to during her talk. Ms. Gross addressed the following components of the home detention program: the criteria for completion, the reasons for failing the program, a breakdown of the program's clients by ethnicity, the home circumstances of the clients, residence information by zip codes, average prior arrests, program completion rates, service units and costs. Ms. Gross then responded to questions from the commission on the following subjects: Aids prevention education, psychiatric services provision, mentoring services, services for Asian and Hispanic youths, the program's capacity on a daily basis, the program's internal evaluation, and issues involved in failing the program. Judge Mitchell also responded to the question on the youths who failed, outlining the Court's response to cases referred back as failures. Ms. Gross then responded to questions on the possibility of extending the period of client contact with the program, and the drug use characteristics of the clients' parents.

CHAIRMAN'S REPORT: C. Don Clay

Appointment to the Facilities Committee. Chairman Clay appointed new commissioner Creel to the Facilities Committee, and asked for a vote of ratification on the appointment.

It was moved, seconded and carried:

> That the appointment of Georgia Bates Creel to the Facilities Committee is ratified.

Ombudsman Grant. Chairman Clay requested that a special committee be convened by phone to discuss the most recent developments in the commission campaign to refund the Office of the Ombudsman.

Executive Committee. Chairman Clay encouraged all commissioners to attend the executive committee meeting on June 20.

Referral to Juvenile Probation Commission. Chairman Clay reported that the executive committee had made a formal referral to the JPC of information regarding problems in the Behavior Management Program of Juvenile Hall.

COMMITTEE REPORTS

Court/Wardship Committee:

Out of Home Placement Inquiry. Commissioner Rorty, reported in Committee Chairman Don Chan's stead. Mr. Rorty explained that all materials requested for its placement inquiry were in hand. He reported that the committee had met with Director of Probation Services Nelba Chavez and Senior Supervising Probation Officer Judy Hogan on May 23 for a wide ranging discussion on the existing placement procedures. Mr. Rorty also reported that Ms. Chavez had outlined her intention to reorganize the out of home placement process, specifically creating a multi-disciplinary team to review all cases in which out of home placement is proposed, and to reorganize the out of home placement committee which makes the site decisions after the court has ordered placement. Commissioner Rorty informed the commission that the subject of evaluating placement sites also was discussed.

Detention Criteria Inquiry. Mr. Rorty reported to the commission that the department was unable to provide it with the requested information on the detention criteria (follow-up on those youths scoring between seven and nine on the rating instrument). He stated that Ms. Chavez was in the process of developing the information which the committee had requested, and had indicated that she would be supplying it to the commission as soon as possible.

Bench Warrants on Runaways. Mr. Rorty, reminded the commission of the inquiry request made by Judge Munson at the May 2, 1991 regular meeting. He stated that Ms. Chavez had informed him that the department did not compile information on bench warrants for placement runaways. However, she was ordering that the compilation of that information would begin immediately, and the commission would be provided with the results on an on-going basis until its inquiry was completed. Mr. Rorty stated that the lack of runaway warrants information, and the lack of information in some areas of the placement process, indicated that the department was not doing an adequate job of documenting procedures and results. Mr. Rorty informed the commission that those inadequacies had been a topic of discussion in the May 23 meeting.

Facilities Committee:

Meeting with the Judges. Committee Chairman Ruth Cowan requested that the commission consider meeting with the incoming Juvenile Court judges shortly after they are seated. She stated that she did not believe that quarterly meetings were necessary. However she thought that an understanding should be sought with the judges regarding meeting with the commission on an "as needed" basis. Brenda Payton, secretary to Supervising Judge Douglas C. Munson, informed the commission that the judges would not be available immediately after they were seated as they would be attending judicial college for several weeks. Chairman Clay informed Ms. Cowan that he would be meeting with incoming Supervising Judge Donald S. Mitchell, and that he would broach the subject and report back to the commission the judges' preference on how the meetings should be arranged. Commissioner Kelleher suggested that the meetings should be expanded to include the Juvenile Facilities Committee of the Superior Court. Commissioner Clifford Zall voiced his concern that the commission maintain its independence from the Court, but stated that he would have no objection to meeting with them. Chairman Clay tabled the formal arrangement of meeting with the judges until after his conference with Judge Mitchell.

Youth Commissioner. Commissioner Cowan reminded the commission that a youth position remains open and she invited Ms. Gross and others in the audience to recommend youths for the seat.

Escape Policy Training. Commissioner Cowan reminded Dr. Mead, Director of Juvenile Hall that he had advised the commission that the completion of the escape policy training would be finished by this meeting. She inquired if the training was indeed completed. Dr. Mead stated that he could not report at that time on the completion of the training. Dr. Mead also responded to questioning from Chairman Clay regarding how training was executed and reported. Senior Counselor Granville Hogg, responding to questioning from Chairman Clay, stated that his unit was trained and that some of the other units in the hall were trained. However, Mr. Hogg stated that not all units were trained to his knowledge. Dr. Mead promised to check and report back to the commission office on the matter.

CYA Tour. Commissioner Cowan thanked all commissioners and staff for attending the May 15 tours in Sacramento and Stockton (NCRC and O.H. Close School). She described some aspects of the tours. Commissioners Agnes Chan and Elizabeth Siggins also commented favorably on the tours. Mrs. Cowan apprised the commission that Mr. Fuller had received a letter from the Department of the Youth Authority extending an invitation for other commissioners to tour its facilities.

Goldsmith Food Proposal. Commissioner Kelleher apprised the commission that the signing of the contract hiring consultant Herb Goldsmith would occur on June 10. He stated that while the remaining monies needed to be collected, the program consultation, training and food menu improvement was due to start on July 16.

Juvenile Hall Inspection. Commissioner Zall reported that he and Director Fuller had conducted an abbreviated inspection of Juvenile Hall on May 21. Commissioner Zall informed the commission that his notes would be prepared for circulation to the commission.

OMBUDSMAN'S REPORT

Quarterly Report. Ombudsman Tom Rinaldo reported that his third quarterly report was nearing completion. He stated that the report would cover the period from January through April. Mr. Rinaldo noted that the upcoming report corresponded with the change in management put in place by CPO Jordan. Mr. Rinaldo also spoke briefly on the installation of new forms for the grievance process, the provision of basic and hygiene supplies, the continuing problems with laundry services and other topics flowing from the reorganization of responsibilities and duties in Juvenile Hall.

Community Education. Mr. Rinaldo apprised the commission that he considered it unwise to begin implementation of the next phase of ombudsman services due to the uncertainty of funding for the next year.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT

A flyer containing the DPC report was circulated to the commissioners.

OLD BUSINESS No Old Business.

Commission Bank Account. Director Fuller informed the commission that due to a loan made to the commission account by Chairman Clay, the commission account now contained $146.11.

NEW BUSINESS

Emergency JPC Meeting. Chairman Clay announced that there was an emergency meeting on Log Cabin Ranch being held in the main conference room of YGC at the same time that this meeting was convened.

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

> That the meeting be adjourned into executive session at 5:45 PM.

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MEETING AGENDA

JULY 2, 1991, 4:00 P.M., YGC CHAPEL

PLEASE NOTE: The commission usually meets on the first Thursday of every month. However, as a result of the first Thursday falling on July 4, Independence Day, the meeting has been moved to Tuesday, July, 2.

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission---one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Douglas Munson, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. JUDGE'S CORNER: THE HONORABLE DOUGLAS C. MUNSON

VI. CHAIRMAN'S REPORT: C. DON CLAY

VII. COMMITTEE REPORTS

    A. COURT/WARDSHIP COMMITTEE
    B. FACILITIES COMMITTEE

VIII. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

IX. OMBUDSMAN REPORT

X. DELINQUENCY PREVENTION COMMISSION REPORT

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of the July 2, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two seats open on the commission. One is for a San Francisco youth (age 21 or under), and the other is for an adult. Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman C. Don Clay called the meeting to order at 4:15 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Ruth M. Cowan, Agnes I. Chan, Don Chan, Georgia Bates Creel, Frank P. Kelleher, Jay Rorty, Elizabeth Siggins

COMMISSIONERS EXCUSED

Sylvia Courtney, Arla Escontrias, Raymond Shonholtz, Clifford E. Zall

COMMISSIONERS ABSENT None.

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donna J. Hitchens, The Honorable Donald S. Mitchell, Fred E. Jordan, Jr., Cheyenne Bell, Janet Medina, Dennis Sweeney, Felton Williams, Brenda Payton, Marge Mapes

STAFF Micheal H. Fuller & Tom Rinaldo

GUESTS See Sign-In-Book

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APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the June 6 1991 regular meeting be approved as corrected.

Correction: On page 4 under the Court/Wardship Committee report, the minutes are corrected to reflect that "arrest" warrants are sworn out on runaways from placement; not "bench" warrants.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

JUDGE'S CORNER: The Honorable Donald S. Mitchell

Introduction of the New Assistant Supervising Judge. Judge Mitchell introduced the new Assistant Supervising Judge of the Juvenile Court, the Honorable Donna J Hitchens to the commission. Judge Hitchens has been assigned to Department 29 and will be hearing primarily trials and dependency cases.

Juvenile Court's Reorganization. Judge Mitchell apprised the commission of his on-going efforts to adjust to the loss of a commissioner and reorganize the court's workload. Judge Mitchell apprised the commission that the reorganization has been achieved thus far without a perceivable slow-down in the Court's calendar. He stated that in his experience one of the causes of calendar slowdowns is the accumulation of cases resulting from continuances. Judge Mitchell assured the commission that he would keep a vigilant watch over the number of continuances permitted.

Swearing In. Judge Mitchell swore in returning Commissioner Steve Cohn.

Dependency Cases. In response to queries from the commission, Judge Mitchell informed the commission that there would be no change in the Court's efficacy in dealing with dependency cases.

CHAIRMAN'S REPORT: C. Don Clay

Farewell Luncheon. Chairman Clay apprised the commission that he had attended the farewell luncheon given on behalf of Judge Munson on June 28. Chairman Clay reported that the luncheon was well attended by the commission (Commissioners Cowan, Cohn, Zall, Dir. Fuller, former Commissioners Laws and Loyce).

Executive Committee Meeting. Chairman Clay reminded the commission that the next executive committee meeting will be held on July 18. He informed Vice-Chairman Cohn that he will be chairing the meeting.

Commission's 1991-92 Budget. Chairman Clay apprised the commission that its projected budget is on solid ground, complete with travel funds. Director Fuller reported on the budget hearings held on June 18 by the Finance Committee of the Board of Supervisors.

Ombudsman Funding Progress. Chairman Clay called for a motion for letters of support from the JPC and DPC for funding the ombudsman through the general fund of the city and county. He also called for the motion to contain provisions allowing the commission to seek a supplementary allocation request for the funding.

It was moved, seconded and carried:

> That the Juvenile Justice Commission will seek letters of support from the Juvenile Probation Commission and the Delinquency Prevention Commission for funding the office of the ombudsman through the general fund of the City and County of San Francisco, and that it will seek a supplementary allocation to achieve the aforementioned funding.

The commission discussed the need for specific information on the request being distributed to those commissioners who would be assigned the task of seeking support from the Superior Court and Board of Supervisors. Director Fuller was instructed to distribute the needed information and to research and organize the commission's campaign to achieve the funding.

COMMITTEE REPORTS

Court/Wardship Committee:

Mini-Report. C/W Committee Chairman Chan reported that the C/W committee met on June 10 and discussed the final stages of information gathering involved in issuing their planned mini-report on the probation department's placement process.

Facilities Committee:

Escapes and Injuries. Facilities Committee Chairman Cowan reminded the commission that her committee had requested a report on the number of injuries and escapes from Juvenile Hall throughout the 1980s. The report which was delivered to the commission at the June 6 regular meeting was tabled for discussion at this meeting. Mrs. Cowan pointed out that the injuries doubled in 1988 and have remained at that level compared to the numbers evidenced in the first seven years of the 1980s. She requested that the administration of Juvenile Hall meet with her committee for the purpose of helping the commission understand what factors are at work in causing these high injury levels. Mrs. Cowan also pointed out that the report stated that there had been no escapes from Juvenile Hall since September of 1990. She asked the facility's administration to re-check that figure.

Request for Interviews. Chairman Cowan requested that her committee would like to meet with the Supervising Senior Counselors of Juvenile Hall, starting with Supervisors Giannini, Doyle and Miller.

Escape Training. Chairman Cowan asked if the escape policy training in Juvenile Hall had been completed (See June and May minutes). Assistant Director Medina reported that all escape policy training was completed.

Retirement. Chairman Cowan reported that it had been brought to her attention that Dean Coffer, Assistant Director of Log Cabin Ranch had announced his intention to retire. Chairman Cowan characterized Mr. Coffer as a committed black role model and as a probation department employee who understood and worked well with sophisticated black offenders. CPO Jordan confirmed that Mr. Coffer had stated his intention to retire and that it appeared that he would follow through on his stated intention.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Training Grant. CPO Jordan announced to the commission that the department had been awarded a training grant from the National Institute of Corrections. Under the grant, two consultants will be sent to the Bay Area to train twelve (12) persons from San Francisco and twelve persons from San Mateo County. Two members from the JJC and JPC each will be invited to attend if San Mateo cannot use all of its slots.

Staffing Shortages. CPO Jordan and Assistant Director Medina responded to queries from the commission regarding the impact on Juvenile Hall operations resulting from reported staffing shortages throughout the months of May and June. Mr. Jordan and Ms. Medina emphasized that at all times the facility met the minimum staffing standards required by the Department of the Youth Authority. The commission, while acknowledging that fact, pressed for information on the impact of the staff shortages noted in the facility logbooks on the provision of services and execution of the unit management program. The commission also inquired why the staff shortages occurred. CPO Jordan and Assistant Director Medina explained that a large percentage of the difficulties were caused by unit training which was being conducted. The discussion also covered the closing of the Receiving Unit to meet staffing requirements throughout the facility, the numbers of open positions in the hall, the facility's temporary workers' list, the hiring process to fill positions, morale, a breakdown of the positions in Juvenile Hall, habitual tardiness, weekend coverage, civil service commission overtime restrictions and whether female counselors are capable of handling the security requirements of the B-5 and B-4 units.

Training Manual. Assistant Director Medina responded to questioning that the facility was moving quickly on a new and revised manual for the facility. Ms. Medina explained that the manual was being written to meet the accreditation requirements of the American Correctional Association. The commission inquired whether there was a rules and policy handbook for the detainees included in the new manual plans. Ms. Medina reported that a handbook was being drafted, and had been circulated to the supervising staff for its input. In the meantime, Ms. Medina stated that the minors are "contracted" (informed) on the rules, the rules are amply posted and senior counselors are instructed to review the rules and policies with youths.

Continuum of Care Plan. CPO Jordan also informed the commission that the department's Continuum of Care plan was completed. He stated that each commissioner would be provided with a copy of the plan for review, and that he would be available to discuss the plan at a future setting

Federal Drug Grant. Commissioner Creel inquired about a new drug grant which has been made available for the entire city. CPO Jordan apprised the commission that the information on the grant could be gotten from Dr. Janet Shalwitz, Director of Special Programs for Youths.

Home-Based Intensive Supervision Program. Director of Community Services, Cheyenne Bell and CPO Jordan reported on the status of the development and implementation of the program.

OMBUDSMAN'S REPORT

Quarterly Report. Ombudsman Tom Rinaldo reported that his third quarterly report is complete and will be mailed out very soon. Mr. Rinaldo referred to the earlier discussions on the funding (see Chairman's Report) and stated that he hoped that any ensuing funding of the position will be timely so as to build on what has been put in place. Mr. Rinaldo also announced that he would be providing the commission with an end-of-the-contract statement giving updates on certain on-going observations contained in his quarterly reports and evaluating the progress of the office of the ombudsman's development to date.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT No Report.

OLD BUSINESS No Old Business.

Food Proposal. Commissioner Kelleher reported that the food proposal on which he and former Commissioner Laws had been working with CPO Jordan was now getting under way. Director Fuller informed the commission that in the correspondence folders of each commissioner there was a copy of a laudatory letter from the CPO commending the work of former Commissioner Laws.

NEW BUSINESS No New Business

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

That the meeting be adjourned into executive session at 5:35 PM.

Ruth Cowan
____
Ruth Cowan, Secretary

Micheal H Fuller
____
Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING AGENDA

AUGUST 1, 1991, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are two vacancies on the commission---one adult and one seat for a San Francisco youth. Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. **SPECIAL REPORT.** MS. BARBARA KLECKNER, DEPARTMENT OF SOCIAL SERVICES

VI. JUDGE'S CORNER: THE HONORABLE DONALD S. MITCHELL

VII. CHAIRMAN'S REPORT: C. DON CLAY

VIII. COMMITTEE REPORTS

  A. COURT/WARDSHIP COMMITTEE
  B. FACILITIES COMMITTEE

IX. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

X OMBUDSMAN REPORT

XI. DELINQUENCY PREVENTION COMMISSION REPORT

XII. OLD BUSINESS

XIII. NEW BUSINESS

XIV. ADJOURNMENT TO EXECUTIVE SESSION

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of the August 1, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are two seats open on the commission. One is for a San Francisco youth (age 21 or under), and the other is for an adult. Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman C. Don Clay called the meeting to order at 4:12 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Arla Escontrias, Agnes I. Chan, Georgia Bates Creel, Frank P. Kelleher, Jay Rorty, Elizabeth Siggins, Clifford E. Zall

COMMISSIONERS EXCUSED

Don Chan, Sylvia Courtney, Ruth M. Cowan, Raymond Shonholtz

COMMISSIONERS ABSENT None.

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JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donald S. Mitchell, Fred E. Jordan, Jr., Nelba Chavez, Don Mead, Felton Williams, Brenda Payton, Marge Mapes,

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the July 2 1991 regular meeting be approved.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: Department of Social Services. Ms. Barbara Kleckner reported to the commission on behalf of the department. Ms. Kleckner passed out copies of the *Guide to DSS Programs and Services*, a structural chart of family and children services and a copy of part of a booklet on the reporting law for child abuse, *Professionals and Their Obligation To Report.* Ms. Kleckner then listed the materials which she had provided for the commission to review (an advance packet was supplied). Ms. Kleckner began her report by asking where the commission thought it was with respect to its knowledge on dependency issues. She began by speaking to the chairman's question regarding the effect of the city's budget on the dependency calendar coming through the juvenile court. She stated that the department's services were likely just beginning to feel the effects from the city's latest budgetary circumstances. While indicating that she was not a fiscal agent at DSS, Ms. Kleckner stated that she anticipated cutbacks in mental health, in children's care funding, and in collections of funds the department uses to help families in getting the children home, specifically "re-unification funds" (a $600 stipend per child) which have been discontinued as of July 1. She also reported that there has been a discontinuance of the granting of AFDC aid for parents for one month prior to the return of the child. She stated that she expected a greater pool of requests for the Season of Sharing funds which are still in operation because of the drying up of some of the other funding pots. Cutbacks in child care may hurt the placing of children with relatives who need assistance with child care expenses.

Ms. Kleckner also informed the commission that referrals were up in the department while petitions for dependency were down over the last several years. She stated that that trend may be the result of screening or the efforts to keep the children out of the system through community services and the use of protective services. Ms. Kleckner responded to questioning on the rising average length of time taken to reach disposition of a dependency petition, stating that it was a reflection of the court's involvement and the amount of litigation now occurring compared with the processes used prior to 1984. She apprised the commission that it is not uncommon for the final disposition of a dependency petition to take four or five months. Ms. Kleckner also described the temporary shelter procedures (group homes or foster homes) in practice currently during the disposition process. She described the shelter resources in place for drug babies; and she stated that probably the biggest crisis in the San Francisco system, as is the case in the nation in general, is in foster care. There are not sufficient foster homes in San Francisco to take care of the children in need. She stated the same is true of adoptive homes. She stated that as a result of these shortages and the development and other uncertainties associated with the growing cohort of drug babies that the city's population of children in long term foster care is "huge." Ms. Kleckner stated that in response to these conditions, San Francisco's DSS is probably the most flexible department in the state with respect to its adoption policies.

In response to questioning on the subject, Ms. Kleckner described an increase ("...tremendous...") in families who are in the system who have failed to benefit from its services and continue having other children or the same children return or stay in dependency. She stated that state law encourages a removal of the child or dismissal of the dependency case after six months in "in-home" situations. She stated that often six months isn't sufficient time for the "fix to take...." Ms. Kleckner also described the language capabilities of the department, indicating that the primary second cultures as represented in the department's language capabilities, are Spanish, Cantonese and Vietnamese. Chairman Clay thanked Ms. Kleckner for the introduction into the dependency process and informed her that there would be follow-up inquiries into other aspects of the DSS service structure.

JUDGE'S CORNER: The Honorable Donald S. Mitchell N

The judge was in trial. No report was tendered.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Chairman Clay announced that the next executive committee meeting will be held on August 15. He stated that among the items to be considered are the planning of the next commission retreat, selection of the nominating committee for the 1992 officers, planning the revision of the bylaws and other pressing matters.

Food Proposal Letter. Chairman Clay directed the commissioners' attention to a letter drafted in thanks to Commissioner Kelleher and former Commissioner Laws. He also asked for a progress report on the project from Commissioner Kelleher. Mr. Kelleher reported that while there was still one piece of gas equipment being sought for the project, the training would start with a one week training session on August 5, with the actual preparation of the new menus supplied by the consultant to begin on August 12. Mr. Kelleher requested that the commission send a letter to Bob Price, director of the Youth Guidance Center Improvement Committee, thanking YGCIC for its cooperation in acting as fiscal agent for the project.

It was moved, seconded and carried:

> That the JJC will send a letter to Bob Price, Director, YGCIC, thanking him and the committee for its help in implementing the food improvement project.

Chairman Clay next called for a motion to ratify the letter thanking Commissioner Kelleher and former Commissioner Laws for their work on the project.

It was moved, seconded and carried:

> That the letter thanking Commissioner Kelleher and former Commissioner Laws was ratified.

Civil Grand Jury Report. Chairman Clay reminded the commission that it was the subject of a recommendation in the section of the 1990-1991 Civil Grand Jury Reports entitled "Youth and Children" (released June 30, 1991).

COMMITTEE REPORTS

Court/Wardship Committee:

Mini-Report. Commissioner Rorty reported in C/W Chairman Don Chan's stead that an outline for the the committee's mini-report on placement had been prepared by Mr. Chan. The outline is being reviewed by the committee's members for development into a working draft. Commissioner Agnes Chan suggested that in view of the fact that the above-mentioned Civil Grand Jury Reports make reference to the placement process and the JJC's duty to inquire into the use of group homes, that it might be advisable for the commission to respond to the Presiding Judge of the Superior Court that an inquiry is in progress with a report due soon. Commissioner Rorty suggested the matter should be the subject of a discussion in executive session. CPO Jordan apprised the commission that he had received a letter from Mr. John L. Taylor, Clerk of the Board of Supervisors, asking for a response on each of the seven recommendations contained in the section of the reports dealing with youth and children. He suggested that the recommendation which urged that the JJC make an investigation into the department's placement process would be better answered by the commission. Chairman Clay asked if the CPO would share the letter with the commission. Mr. Jordan consented to do so. Further discussion was tabled for the executive session.

Facilities Committee:

Log Cabin Ranch Inspection. Commissioner Agnes Chan reported in Facilities Chairperson Ruth Cowan's stead on the July 9 inspection of LCR. Ms. Chan commented that it was her impression that there had been a great improvement over the conditions which she found during her previous visit in December. Ms. Chan reported on the morale of the staff and youths, the implementation of the new program, recent escapes, the status of new hires, the school, summer programming and trips, and the food fare. She commented that the one thing which has not been corrected from the commission's annual inspection (December, 1990) is the replacement of sagging cots in the dormitory which she stated appeared to be bad for the youths' backs. She stated that all cots were equipped with double mattresses to make up for the sagging, and that she had been apprised that new cots would be requested in the in-coming budget.

Re-scheduling of the August Facilities Committee Meeting. Director Fuller apprised the committee's members that the August 6 meeting was re-scheduled to August 14.

Interviews With The Supervising Counselors of Juvenile Hall. Director Fuller reported to the Commission that the supervising counselors of Juvenile Hall had all been interviewed on July 14 and 23. He also reported that the administration of Juvenile Hall had agreed to be interviewed.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Continuum of Care Plan. CPO Jordan began his report by referring to the history of the document, entitled: *A Plan to Revolutionize The Treatment Of Troubled Youth And Restructure The Administration Of Justice.* He stated that the original intentions of the document (the first edition of which was released in August 1990) were to reflect the recommendations of the Jefferson Report and the commitment of the Juvenile Probation Commission's to serve youth in the least restrictive manner possible, as well as to promote expansion of community-based services. He also stated that the plan reflected his philosophical commitment to developing culturally appropriate methods for dealing with troubled minority youth, and to expanding the definition of the community in probation services to include lay people and not just service providers. Finally he stated that the document was intended to compliment the bond issue which was pulled from this year's election. He stated that the seven programs outlined in the plan serve the special emphases of prevention through neighborhood initiatives, family preservation and service provision to female offenders. Two of the seven programs are in the process of implementation---the volunteer case management program and the home based intensive supervision program. Mr. Jordan outlined his funding development plans and responded to questions from the commission on the document. Mr. Jordan requested that the commission forward its feedback on the document to him by late August.

Appreciative Comments. CPO Jordan thanked Commissioner Kelleher and former Commissioner Laws for their work on the food project.

OMBUDSMAN'S REPORT

Chairman Clay directed the commission's attention to the final report of the ombudsman included in their correspondence packets. He also apprised them that pending city funding of the ombudsman, this will be the final time that the ombudsman's report will appear on the JJC agenda. He deferred discussion of the funding campaign to the executive session.

DELINQUENCY PREVENTION COMMISSION (DPC) REPORT No Report.

Chairman Clay apprised the commission that the DPC will no longer be sending a liaison to the JJC meetings. The two commissions have decided that an exchange of minutes will be just as efficient, and the DPC report will no longer appear on the JJC agenda.

OLD BUSINESS No Old Business.

NEW BUSINESS No New Business

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

That the meeting be adjourned into executive session at 5:05 PM.

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING AGENDA

SEPTEMBER 5, 1991, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are three vacancies on the commission---one adult and two seats for San Francisco youths. Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. **SPECIAL REPORT:** DR. JANET SHALWITZ, SPECIAL PROGRAMS FOR YOUTH, DEPARTMENT OF PUBLIC HEALTH

VI. CHAIRMAN'S REPORT: C. DON CLAY

VII. COMMITTEE REPORTS

  A. COURT/WARDSHIP COMMITTEE
  B. FACILITIES COMMITTEE

VIII. JUDGE'S CORNER: THE HONORABLE DONALD S. MITCHELL

IX. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

X. OLD BUSINESS

XI. NEW BUSINESS

XII. ADJOURNMENT TO EXECUTIVE SESSION

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of the September 5, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are five seats open on the commission. Two are for San Francisco youths (age 21 or under), and the remaining three are for adults. Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Chairman C. Don Clay called the meeting to order at 4:16 p.m as a Committee of the Whole. A quorum was established at 5:06 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Ruth Cowan, Arla Escontrias, Don Chan, Georgia Bates Creel, Jay Rorty

COMMISSIONERS EXCUSED

Steve Cohn, Sylvia Courtney, Frank P. Kelleher, Clifford E. Zall

COMMISSIONERS ABSENT

None.

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JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donald S. Mitchell, Fred E. Jordan, Jr., Nelba Chavez, Cheyenne Bell, Don Mead, Felton Williams, Marge Mapes, Linda Gorham, Melinda Mills

STAFF

Micheal H. Fuller

GUESTS

See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the August 1, 1991 regular meeting be approved.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: Department of Public Health---Special Programs For Youth. Dr. Janet Shalwitz reported to the commission on behalf of the department. Dr. Shalwitz informed the commission that the division that SPY is in is called Community Public Health Services. She explained that the health department's mission is "to protect the health of the citizens of San Francisco." The goal, however, in the last year, has been to enhance and increase the accountability of the staff and programs, increase efficiency, raise revenues, become more financially sound in the infrastructure of the department, and to promote the integration of services both within the department, between departments, and between health agencies and community based organizations.

Dr. Shalwitz described the SPY program as an anomaly in community public health services because it is focused on a specific target population---youths in high risk situations. The SPY focus has primarily revolved around youths involved in the juvenile justice system, those youths who are homeless, runaways, and more recently youths who are at very high risk for HIV or who are infected with HIV. The program provides primary (medical) care, mental health services and prevention education services. Dr. Shalwitz described her staff as being multi-disciplinary and approximately sixty (60) in number. They are located at four sites: Youth Guidance Center, Log Cabin Ranch, the Larkin Street Youth Center and the Cole Street Clinic. The Cole Street Clinic is a cooperative venture between the SPY program and Youth Advocates, Inc. The program's funding is approximately two-thirds county tax dollars and one-third grants from the federal government, local foundations and other national sponsors.

Approximately two-thirds of the SPY program staff is housed at YGC enabling it to provide comprehensive services. A substantial proportion of the YGC staff provide services elsewhere in addition to YGC. The clientele at YGC requires complete health care services, because it is a population characterized by multiple medical problems which have often been neglected, ignored or mismanaged. In this regard the program sees itself as a provider which identifies, assesses problems, conducts interventions and makes referrals to appropriate service providers in the community. The program also does a great deal of work in prevention education. The funding for prevention education services comes from the Center For Disease Control for HIV prevention and through the state for tobacco cessation. Much of the focus is on the prevention of sexually transmitted diseases. Somewhat less of the focus is on the prevention of pregnancies. A strong emphasis within the prevention focus is on decisionmaking, self-esteem, values clarification and "everything which goes along with taking care of one's self and body..." The program also offers as much "explicit" condom education as possible.

Other offerings are experiential "chill-out" groups in the juvenile hall units, grief management, death and dying, and post traumatic stress disorder syndrome (regarding the deaths of loved ones). The program also provides case management for certain youngsters---pregnant females, parenting teenage males, and other specialized problems such as HIV infected youths. The program provides out patient services, follow-up medicals, family planning, and counseling around sexually transmitted diseases. Dr. Shalwitz informed the commission that youths from the YGC population seem to have a high prevalence of venereal diseases other than HIV. The program also provides individual and family counseling, offers a juvenile sex offender program, and is increasing its offerings in peer education.

The program does a scaled down version of the above-listed services at Log Cabin Ranch. That facility's emphasis is on long term care because the youth's are placed at the ranch for relatively longer stays than their detentions at YGC.

Dr. Shalwitz next answered questions on mental health beds availability, mental health service coverage, on liability for accidents and other untoward occurrences, and on HIV testing. She described the HIV testing as an option offered in the context of primary care. She described the counseling screening and assessment procedures used. She also contrasted the differences in the YGC youth's ability to make decisions concerned around testing with the decisionmaking situation encountered by youths at SPY's other clinics. She described the youths in both situations as much more cautious about giving their consent for HIV testing than about testing for other sexually transmitted diseases. The HIV testing is done under a research protocol of the Center For Disease Control. The testing is voluntary.

Dr. Shalwitz also answered questions on funding for the SPY program. She stated to questions from the commission that SPY considered it a professional obligation to inform youths who test HIV positive that their test results are positive and offer them post-test counseling and services. Parents are not informed. Dr. Shalwitz informed the commission that under the circumstances when blood is blind tested (no identifiers attached to the samples), positive results are not communicated to the test subjects. Such procedures are nationally in use under a research protocol called the Center For Disease Control Family of Surveys. The blind surveys are utilized to document that adolescents are at risk nationally for HIV testing.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Chairman Clay announced that the next executive committee meeting will be held on September 19 to plan the retreat and the question agenda for the October 3 regular meeting.

Food Proposal Letter. Chairman Clay informed the commission that copies of the letters of thanks sent to former commissioner Laws, present commissioner Kelleher and Mr. Bob Price of the Youth Guidance Center Improvement Committee were included in their correspondence folders.

Civil Grand Jury Report. Chairman Clay announced to the commission that a copy of the letter sent to President of the Board of Supervisors, Doris Ward responding to the 1990-91 Civil Grand Jury was included in their correspondence folder.

Executive Session Topic Deferred. Chairman Clay announced that one of the subjects of the Executive Session would be deferred until a larger number of commissioners were present. The subject was the assignment of commissioners to attend the meetings of the Juvenile Probation Commission.

Resignation. Chairman Clay announced that the resignations of Commissioners Agnes I. Chan and Raymond Shonholtz were accepted with regrets.

Ombudsman Funding. Chairman Clay informed the commission that the effort to gain city funding of the ombudsman position was continuing and that the commission would have more to report on the matter at the next regular meeting.

COMMITTEE REPORTS

Court/Wardship Committee:

Mini-Report. Commissioner Rorty reported in C/W Chairman Don Chan's stead that the Committee was still working on a draft of the inquiry into the department's placement practices.

Facilities Committee:

Interview Findings. Facilities Committee Chairperson Ruth Cowan reported that the committee would not divulge its findings from the interviews with the supervising counselors until it had the opportunity to interview Juvenile Hall Director Nehemiah Mead and Assistant Director Janet Medina.

JUDGE'S CORNER: The Honorable Donald S. Mitchell

Judge Mitchell informed the commission that he had been apprised of some late-breaking movements in the negotiations to gain joint funding of the ombudsman position. He reported that the courts were doing fine. They are not falling behind in getting the cases heard and adjudicated. Additionally he reported that all of the officers of the court were back from their respective vacations. With all of the bench officers returned, Judge Mitchell apprised the commission that he now had the conditions to begin implementing some of the changes he had in mind. He also responded to questions from the commission on the subjects of multiple continuances, time-consuming delays in getting matters on the court calendar, and dependency case coverage.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Education Concerns In Juvenile Hall. Chief Jordan made a brief introductory statement and turned the education matter over to Juvenile Hall Director Mead. Mr. Mead apprised the commission that his investigation of the written inquiry made by the commission revealed that students were not being deprived of educational services as a result of a class size limit. Woodside Learning Center Principle Gloria Burchard also stated that the specific question sent to CPO Jordan was not relevant because it stated that the class limit was dictated by the CYA standard of fifteen students per instructor. She informed the commission that because of the wide variance in learning disabilities found in the classrooms at YGC, the ratio of students per instructor was fixed by contract at 10 to one. She stated, however, that she had sufficient staffing to cover all the unit requirements in Juvenile Hall.

Commissioner Cowan stated that as a result of more detailed investigation, she had concluded that the problem was not the issue of class size, but a lack of communication between the school system and Juvenile Hall. She referred to past difficulties in residents being provided with the required 241 minutes of education per day, and to difficulties in residents being transferred to classrooms not on the unit. Commissioner Cowan asked specifically if the Juvenile Hall administration had provided a liaison to attend to resident transfer difficulties, changes in class size problems and other on-going difficulties related to educational programming.. Ms. Burchard stated that there was no such person in Juvenile Hall and that she had requested such a person and continued to request such a person be assigned for at least six months.

Director Mead stated that he considered the problem to be adequately covered by the Officer of the Day. Ms. Burchard disagreed. She stated that long range planning, development of programming, and on-going cooperation was beyond the capabilities of the Officer of the Day system. In response to questioning, Ms. Burchard stated that there had been a loss of educational time during the summer session and that the notification of cottage closings in the hall had not been provided with sufficient lead time. She also stated that the memorandum of understanding under which the school system and the facility operated had not been updated since 1989 despite several requests from her that she and the facility administration sit down and conduct a review and revision of the document. The commission, Judge Mitchell, CPO Jordan and Director Mead next engaged in a discussion of the pros and cons of the liaison suggestion. Chairman Clay expressed his disapproval of the officer of the day system as a response to the problem. Commissioner Cowan encouraged a review and revision of the memorandum of understanding to bring it into greater compatibility with the unit management system. Director Mead insisted that his efforts had been adequate in encouraging communication about the problems and that more regular meetings between he and Ms. Burchard had recently been inaugurated.

Probation Services Intake Concerns. Senior Supervising Probation Officer Melinda Mills addressed the commission's concerns that staffing shortages in the intake division were adversely affecting the intake function of the department. She stated that in July eight of the fifteen assigned intake personnel were not available for a variety of reasons. She described the shifting of personnel and the assigning of the overflow of work to personnel into the supervision division as the solutions which were implemented to answer the problem. She also apprised the commission that the North and South of Market Street demarcation previously used to organize the intake work load had been dropped. Finally Ms. Mills stated that in addition to the probation officer shortages experienced during this period, there was also a shortage of clerical support. She stated that the impact on the supervision function in the department has been negligible and the impact on intake "very small." However, it has impacted the court operations because of the required shifting of the cases to other officers.

Continuum of Care Plan Implementation. CPO Jordan has established an implementation plan for the proposal. He stated that he has received eight responses to his requests for funding. In October he expects to put together several focus groups to review the responses. In December he plans to develop a twenty person advisory group to help him to plan fund raising and other implementation requirements. In early 1992, CPO Jordan informed the commission that he wanted to establish a non-profit group to help actually raise funds and be a holding agency for the funds.

OLD BUSINESS No Old Business.

NEW BUSINESS

Recruitment Concerns. Judge Mitchell apprised the commission that he would be seeking to recruit replacements to fill the five open seats on the commission. He invited the commission to refer persons to his office.

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

> That the meeting be adjourned into executive session at 5:35 PM.

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING AGENDA

OCTOBER 3, 1991, 4:00 P.M., YGC CHAPEL

SPECIAL ANNOUNCEMENT: There are five seats open on the commission. Two are for San Francisco youths (age 21 or under), and the remaining three are for adults. Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

IV. COMMUNICATIONS

V. CHAIRMAN'S REPORT: C. DON CLAY

VI. COMMITTEE REPORTS

  A. COURT/WARDSHIP COMMITTEE
  B. FACILITIES COMMITTEE

VII. JUDGE'S CORNER: THE HONORABLE DONALD S. MITCHELL

VIII. CHIEF PROBATION OFFICER'S REPORT: FRED E. JORDAN, JR.

IX. OLD BUSINESS

X. NEW BUSINESS

XI. ADJOURNMENT

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

NOVEMBER 7, 1991

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

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Minutes of the October 3, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are five seats open on the commission. Two are for San Francisco youths (age 21 or under), and the remaining three are for adults. Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER

Vice-Chairman Steve Cohn called the meeting to order at 4:10 p.m as a Committee of the Whole. A quorum was established at 4:45 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Don Chan, Georgia Bates Creel, Jay Rorty, Clifford E. Zall

COMMISSIONERS EXCUSED

Ruth Cowan, Arla Escontrias, Sylvia Courtney, Frank P. Kelleher

COMMISSIONERS ABSENT None.

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donald S. Mitchell, Fred E. Jordan, Jr., Nelba Chavez, Cheyenne Bell, Don Mead, Rosemary Finley, Felton Williams, Brenda Payton, Melinda Mills

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the September 5, 1991 regular meeting be approved.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Vice-Chairman Cohn, reporting in Chairman Clay's stead, announced that the next executive committee meeting will be held on October 17 to select a new at-large member for the executive committee and the agenda for the November 7 regular meeting. The assignment of commissioners to attend the meetings of the Juvenile Probation Commission would also be discussed.

Ombudsman Funding. Vice-Chairman Cohn asked Director Fuller to give an update on the funding negotiations. Director Fuller informed the commission that the negotiations between the commission, the Mayor's Office and the Superior Court had settled on the following items. The request for a supplemental allocation would be made for a three-quarters position, with a minimal operating budget to be administered out of the JJC office. Director Fuller apprised the commission that he was waiting for a letter of confirmation from the Mayor's Office to the Superior Court, after which the supplemental allocation request would be processed.

Retreat Announcement. Vice-Chairman Cohn announced that the executive committee had selected the second week of January for the commission's year-end retreat. He apprised the commission that Director Fuller would be contacting them to set the time and other pertinent arrangements for the retreat.

COMMITTEE REPORTS

Court/Wardship Committee:

Mini-Report. Commissioner Chan reported that the C/W committee had been struggling through time and professional commitments during the recent work period. He informed the commission that the draft of the mini-report had not progressed as he would have wished. He promised a draft would be forthcoming by mid-October.

Facilities Committee:

Juvenile Hall Interviews. Commissioner Georgia Bates Creel reported in Facilities Committee Chairperson Ruth Cowan's stead, that the committee had conducted interviews with Juvenile Hall Director Nehemiah Mead and Assistant Director Janet Medina. A mini-report outlining the committee's findings would be written and released in the future as previously announced.

Food Cart Inquiry. Commissioner Creel also apprised the commission that as the result of a telephone conversation from former Commissioner Laws, she consented to look into the matter of the destruction of the new food delivery cart, and rumors that the quality of the food had declined. Commissioner Creel informed the commission that she had paid a unannounced visit to the hall earlier in the day during the lunch meal and found that the students and staff alike reported that the food had improved and that there was no decline in the nutrition, tastiness and warmth. She also questioned the staff on clothing and hygiene supplies, and found that with the exception of supplies of the sanitary gloves (in B-4 & B-3) for handling the food, all was in order. Staffing levels were extremely high; and she wished that could be the case year round. Finally, Commissioner Creel informed the commission that she had spoken with Assistant Director Medina, toured the kitchen and discussed the food project with Chef Woodhead. There she found some cause for concern and would be addressing those matters in committee for later submission to the juvenile hall administration and CPO Jordan. At the end of her report, she repeated that she was pleased to find that the matters into which she was inquiring were in such a fine state of operation.

JUDGE'S CORNER: The Honorable Donald S. Mitchell

Judge Mitchell was in trial until late into the meeting. Two items were discussed during the portion of the meeting reserved for the Judge's comments. The judge's secretary, responding to a question from the commission, stated that the Judge had received six applications for the adult seats on the commission and would be interviewing the candidates as soon as possible. Commissioner Creel apprised the commission that the judge had brought to her attention the matter of numerous continuances having to be granted in the last several days because reports to the court from the probation department were not being submitted on time. She stated that she had been told that the matter was the result of a critical shortage of clerical support for the probation department.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

CYA Inspection. CPO Jordan turned the floor over to Juvenile Hall Director Nehemiah Mead. Mr. Mead reported that the CYA Consultant William Greer had inspected the facility during the week of September 10, 1991. According to Mr. Mead, at the September 11 Juvenile Probation Commission meeting, Mr. Greer stated that the Juvenile Hall was in the best state that he had seen it in twelve years of inspections. Mr. Mead stated that the inspection revealed improvement in the physical plant (renovations), increased programming for residents, residents spending greater time out of their rooms, rate of suicide-related problems (as measured by the medical staff), cleanliness and overall operations. Mr. Mead also referred the commission to an article in the San Francisco Sun Reporter which praised the improvement found during the inspection.

Log Cabin Ranch. Next CPO Jordan turned the floor over to Log Cabin Director Rosemary Finley. Ms. Finley delivered a report on the summer program at Log Cabin. She reminded the commission that she had read the The "Mini-Riot" At Log Cabin Riot Report, and was determined to reduce the summer potential for riots. As a result, Ms. Finley reported that she convened a staff meeting with the medical staff to plan a balanced monthly program of recreation and activity. The program included a CPR course, hiking trips to the Sierra, the development of a park course plan, and donated trips to the SF Zoo, a Russian River summer home, an Angel Island barbecue and Santa Rosa College. Ms. Finley reported that at the program's end residents were required to write letters of thanks to all the persons who made the program possible.

Ms. Finley also responded to questioning from the commission regarding an increase the the monolingual Spanish speaking residents at the ranch. Ms. Finley informed the commission that she had drafted a letter to the Education Department requesting a Spanish speaking aide. In response to a question from the commission, Ms. Finley said it was her opinion that the Education Department had the legal requirement to provide such an aide. To a question from the commission on the ethnic breakdown at the ranch, Ms. Finley responded that of the forty-five (45) residents presently placed at the ranch, she had roughly 25% Hispanics, a majority of blacks, one Asian and three (3) whites. She stated that the count was up after an increase in commitments in the month of September. Most of the summer the ranch population had hovered in the upper twenties. Ms. Finley stated that she thought that an optimum number of commitments would be fifty residents.

Continuum of Care Plan. Next CPO Jordan joined the commission at the head table in preparation of answering the commission's questions on the department's "A Plan To Revolutionize The Treatment Of Troubled Youth And Restructure The Administration Of Justice." Vice Chairman Cohn stated that he would like to give each commissioner present an opportunity to ask two general questions first and more specific questions later.

Question: *Can monies be developed to fund the broad familial concepts indicated in the plan*, Mr. Jordan responded that he thought the monies could be found. He stated that juvenile justice generally, and San Francisco in particular, had been treating the family in a segmented manner. First we would treat children only, and then place them back into the family. He reminded the commission that the department's most recent mission statement emphasizes a holistic approach to the treatment of juveniles and their families. To the question about *where he was in raising the 1.85 million dollars to start the plan*, Mr. Jordan gave the following response. He has raised $35,000 from the San Francisco Foundation and $55,000 from the Kaiser Foundation. He stated that there were adult drug monies available into which he was inquiring, and he has been added to the planning board for the Drug Suppression Funds in San Francisco. Additionally, Mr. Jordan stated that the was reviewing 501-3C people to help him with his funding effort. Finally he is also meeting with a charter group whose membership includes Julia Lopez, Ray Baxter, and Sharon Johnson among others.which may give rise to some funding especially if the day treatment center referred to in the plan is named the Family Treatment Center.

Next *the commission requested that Mr. Jordan provide some information on the programs from which the models of the continuum of care plan have been derived.* Mr. Jordan promised to do so after he had an opportunity to write some of the programs for their latest materials. Vice-Chairman Cohn reminded the commission that he had distributed a NCCD pamphlet which outlined some of the programs at the September 5, 1991 regular meeting.

Question: *What is the relationship between the services which the department is required to provide and the services which are proposed in the continuum of care plan?* Mr. Jordan gave the following response. Mr. Jordan stated the Welfare and Institutions Code declares that the probation department exists to serve the court. It does so by providing both pre-adjudicated and post-adjudicated services. He stated that the plan will impact both kinds of services but most particularly the post-adjudicated services. Mr. Jordan stated that the variety of present services offered by the department does not meet all the needs of the variety of types of clients which the department encounters. Therefore, Mr. Jordan stated that he saw the plan as an enhancement on the present continuum of services, making it more complete.

Furthermore, Mr. Jordan informed the commission that he had talked with the Budget Analyst requesting that savings from the plan be credited to the department's budget. Moreover, he stated that the plan could possibly change some probation officers into prevention workers, operating in the community, schools and within the family. Correspondingly, Mr. Jordan estimated that the plan would impact on juvenile hall by emptying six beds daily, and will mean referrals to Log Cabin Ranch will likely be more appropriate. Those referrals which don't require the ranch program will be transitional back to society.

Finally, Mr. Jordan stated that the plan's program will be contracted out. Therefore, it will have a large impact on the duties of the Director of Community Services, Cheyenne

Bell. Eventually five percent of the funding will be reserved for evaluations to be administered from her office. In this latter regard, Mr. Jordan informed the commission that the staffing for the plan's programming will mostly be contract staff, not his extant staff. His staff will oversee the contracted services. All of the plan's services will have a contract-bid offer process attached to them.

Question: *How much money will be needed from the city and county of San Francisco after the foundations and other sources have been tapped?* Mr. Jordan gave the following answer. He stated that just that morning he had begun the long negotiations with the Budget Analyst of San Francisco. The city had already committed to $35,000 for the plan's assessment instrument. Mr. Jordan stated that he will not be satisfied with that, and is already requesting more funding. He reported that the Mayor's Office considers the plan to be a good one and worthwhile despite the city's present fiscal difficulties. He reiterated the funding requirements for the plan: 1.85 million for the first year, 2 million for the second year, and 3 million for the third year. Mr. Jordan stated that he knows that he must make the plan work the first year. He projected the start up date in January of 1993. Mr. Jordan stated that he will try and use the first year to demonstrate competence, good results and cost effectiveness in the implementation of the services.

Question: *What if the city decreases the probation department budget, will you restructure to keep the plan's programs?* Mr. Jordan responded that he hopes that the city won't decrease his budget. He stated that he doesn't anticipate the kinds of cuts which the department experienced recently (i.e., 1990-91 and 1991-92). He stated that he can't use his already depleted budget to make the plan work.

Question: *How does the continuum of care plan change the fundamental relationship between the probation department or city services to what was the community based program, and what role did the community based programs have in fashioning this?* Mr. Jordan gave the following answer. The "community" is more than the community based program, Mr. Jordan asserted to the commission. The CPO stated that when he came here community as viewed by the department mostly constituted the community based programs. He informed the commission that he has new volunteer cadres to represent what for him is the redefined "community." Mr. Jordan also asserted that with respect to the contract bid process for the plan, there would be no favored son status with the old community based programs. He asserted that with respect to the department's operations, this broader community definition is the new order. Finally, Chief Jordan cited the example of the Parenting Organization which meets every Saturday as an example of how the other elements of the community were beginning to develop and interact with the department.

Question: *How does he expect to gain the confidence of his staff and others associated with the department on this plan given the present political, labor and philosophical climate?* Mr. Jordan gave the following answer: He expects resistance because the plan is revolutionary. Mr. Jordan stated that the onus was on him to stress to his staff that their jobs would be made easier as a result of the successful implementation of the plan. He further stated that he had no plan to get rid of present staff in conjunction with the implementation of this plan. He reminded the commission that in 1965 up to four hundred youths were housed at the Youth Guidance Center. Most of those youth, dependency cases and status offenders, were transferred to other service providers, and "no one died or had a heart attack." Mr. Jordan reiterated that the burden was upon him to educate his staff that the plan posed no threat to their jobs and that in fact it would make their jobs easier.

Question: *If the Children's Economic Bill of Rights passes in the November election, will the department seek funds from that pot of money?* Mr. Jordan responded: the projections as he views them for monies likely to become available as a result of the passage of the proposition are six million dollars the first year, 13 million dollars the second year and 15 million dollars the third year. Mr. Jordan stated that the prevention package in his continuum of care plan defines its clientele as a "non-602" (non-delinquent) population and he thinks that it would qualify for funding from the pool thus created. Mr. Jordan stated that should the proposition pass, he would certainly pursue funding from the pool of monies which result. To a follow-up question on what he thought his chances would be, Mr. Jordan replied that it would be the city's determination as to who gets the monies. However, he was certain that the sponsors of the proposition will want some say in the matter of distributing the funds.

Question: *A long time assumption is that San Francisco needs both Log Cabin Ranch and Juvenile Hall; how will the continuum of care plan impact changes in the facilities, especially Log Cabin Ranch?* Mr. Jordan stated that he saw no changes in the long time model which called for both Log Cabin Ranch and Juvenile Hall. He observed that he saw them functioning differently. He reminded the commissioners that Log Cabin Ranch provided a stop gap placement on the continuum to the California Youth Authority. He offered that to shut it down and the California Youth Authority commitments would increase and the county would incur greater costs. With the continuum of care plan Mr. Jordan stated that he saw Log Cabin Ranch fitting better in the continuum of dispositions. He also stated that Juvenile Hall would be used in some different ways than it is now. He gave as an example that programs could be instituted in the facility which would aid minors in anger management, money management, and a variety of other important life issues.

Question: *How will the plan impact on youths who have had to stay too long in Juvenile Hall?* Mr. Jordan declared that he is no lover of out of home placement. He stated that he thinks it is too costly. Mr. Jordan stated that he foresees economic savings, better supervision and better programming from the in-home supervision capabilities of the continuum of care programming. Mr. Jordan also informed the commission that he is confident that the plan will favorably impact on recidivism. Finally, Mr. Jordan stated that he expects the plan to impact on pre-adjudication strategies by allowing minors to remain in their home. Overall, he stated that the plan should divert minors from both Juvenile Hall and out of home placement.

Question: *How did the collaboration with Way-Donahue & Associates in writing the continuum of care plan come about?* Mr. Jordan explained that he wrote the original draft in November 1990 in an effort to begin putting his stamp on the probation department program. He stated that he contracted Way-Donahue & Associates (consultants and fundraisers) to do a re-write so that they could tighten the plan, and more clearly identify the target population and programs. Mr. Jordan stated that he borrowed the ideas from all over the country---New York City, Arizona, Michigan, etc.

Question: *What are the implementation priorities should the start-up funding fall short of the needed amount?* Mr. Jordan reminded the commission that two of the programs were already in place---the Volunteer Case Manager Aides and the Intensive Home-Based Family Services. He stated that he hopes to establish a pre-start up track record with those programs. He also apprised the commission that the budget analyst had already committed $35,000 to the assessment procedures component of the plan. In that light, Mr. Jordan stated that the priorities for implementation are as follows: 1. Assessment procedures; 2. Intensive Home-Based Family Services; 3. Family and Independent Living For Girls; 4. Day Treatment; 5. Vocational Services; 6. Volunteer Case Manager Aides; 7. Neighborhood-Based Prevention.

Question: *How was the priority scheme put together?* Mr. Jordan stated that the assessment procedures are fundamental to all the programs planned. Intensive Home-Based Family Services are already in place. Family and Independent Living for Girls meets a pressing need. Female delinquents, he said, are relatively ignored and the program meets their needs. Day Treatment will require the biggest collaborative effort with the community and government agencies. The Vocation Services meets a long time need for jobs. The Volunteer Case Manager Aides serving as mentor/advocates will require recruiting and screening good volunteers. Finally, Mr. Jordan stated that if all of the other programs are in place, the plan could do without the Neighborhood-Based Prevention program, explaining its low priority within the group.

Question: *Is there consideration being given to combining the budgets of this plan with that of the Department of Social Services, given the social services posture of many of the plan's programs?* Mr. Jordan responded that DSS had given him a verbal commitment to aid in the fundraising. He stated that some DSS people would be on the twenty member advisory group. However, he stated that there was no talk of combining the programs because the plans services must target criminal law violators. Mr. Jordan also stated that the plan's programs require special training for those populations, and law (federal and state) prevent the mixing of the Welfare and Institutions Code identified 300, 601 and 602 populations.

Question: *How will the programs in returning the kids to the communities override the effects of the impoverishment and community breakdown?* Mr. Jordan stated that the effects of poverty and community dysfunction cannot be overcome. He believes the plan's programs will help to strengthen the minors and their families in their efforts to make a better way out of the grip of community and family breakdown. Mr. Jordan admitted that such long-standing variables are not controllable. Mr. Jordan stated that he thinks that the plan's services will provide useful coping skills for the minor and his family.

Mr. Jordan then thanked the commission for the opportunity to come before them and present his thoughts on the plan. He stated that he will be coming back to the commission seeking their aid at various stages of the plan's development and implementation. Vice-Chairman Cohn allowed one final question: *Where is the document now with regard to its implementation?* Mr. Jordan responded that it has been mailed to over one hundred individuals. He informed the commission that he had received a small number of responses on it. It has been presented to the JPC and the JJC. Mr. Jordan said that he is presently beginning the task of making up the focus groups out of which will come some modification of the plan. He also stated that he was forging ahead on the development of the 20 member advisory group to give the plan's development and implementation more central organization. Lastly, he stated that the plan's target date for implementation is January, 1993.

OLD BUSINESS No Old Business.

NEW BUSINESS No New Business.

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

That the meeting be adjourned into executive session at 5:55 PM.

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

NOTICE

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

DECEMBER 5, 1991

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

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Minutes of the November 7, 1991 Commission Meeting.

SPECIAL ANNOUNCEMENT: There are five seats open on the commission. Two are for San Francisco youths (age 21 or under), and the remaining three are for adults. Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman Don Clay called the meeting to order at 4:18 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Arla Escontrias, Don Chan, Georgia Bates Creel, Frank P. Kelleher, Clifford E. Zall

COMMISSIONERS EXCUSED

Ruth Cowan, Sylvia Courtney, Jay Rorty.

COMMISSIONERS ABSENT Steve Cohn.

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

Nelba Chavez, Don Mead, Felton Williams, Brenda Payton, Melinda Mills

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the October 3, 1991 regular meeting be approved.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: Michael Scott---Pre-Placement Shelter Program 750 33rd Avenue.

Mr. Scott, Director of Community Treatment Services-Catholic Youth Organization, began the presentation by introducing members of the CYO staff---Kent Eagleson, Executive Director of the SF Boys and Girls Home, and Kerry Lindorfer, Director of the Shelter Program. Mr. Scott indicated that he had expected Jack Jacqua from the Omega Boys Club to participate in the presentation. However, Mr. Jacqua was unable to attend.

The shelter program was begun in January of 1990. It evolved out of needs identified in the Jefferson Report in 1987. Specifically, the shelter was an attempt to improve the circumstances of two populations identified in the Jefferson report as languishing in Juvenile Hall: those youths awaiting placement and those youths involved in protracted court cases. The idea was to place such minors in a setting which was less secured, which allowed them to be taken into the outside world, stimulated and worked with, and which allowed them to be motivated. Mr. Scott explained that the name shelter program identifies the fact that it is an effort to take the basic housing concept of most shelters another step forward and get the minors engaged in a program which would prepare them for long range residential care.

Mr. Scott identified the youths sent to the shelter as a "very high risk population." Most have failed multiple placements. Mr. Scott stated that he felt the shelter's success had demonstrated that such kids could be successfully cared for in the community. He apprised the commission that the AWOL rate was much lower than anyone had expected. He stated that there also had been absolutely no crime committed in the community by a youth while they were in the shelter program.

Mr. Scott then turned the floor over to Mr. Lindorfer. Mr. Lindorfer described the shelter program as an interactive process which is very staff intensive. He stated that one of the biggest problems which the program staff find with the minors placed there is that the minors have never had "proper guidance and supervision." They usually go about seeking their emotional and material needs in very inappropriate ways. Mr. Lindorfer also described the variety of youths placed at the shelter---among them, placement failures, youths just entering the placement process, potential CYA commitments, and youths on Psychotropic medicines. Other kinds of youths placed at the shelter include youths from 12-15 years in age who the probation officers are uncertain about placing, youths about whom need an intermediate placement (between long range residential care and returning to a home situation which is dysfunctional but reclaimable), and youths with special medical problems (i.e., diabetes, etc.). Additionally, in July, the shelter converted to coed status. Mr. Lindorfer described the conversion as very productive. The program has housed several pregnant residents since then, and Mr. Lindorfer described the placements of pregnant girls as successful.

Finally, Mr. Lindorfer reiterated the staff intensive nature of the program. He stated that the youths are active all day. They are exposed to numerous community activities to expand their knowlegdge of their world. They also have outside groups visiting the shelter regularly with psychiatric services offered once a week.

After completing their presentation, Mr. Scott, Mr. Lindorfer and Mr. Eagleson took questions from the commission. Among the questions was the matter of whether probation officers were supportive of the shelter in their placement referrals. Mr. Scott responded that while early in the shelter's existence there were probation officers who would not make referrals to the shelter for personal reasons, the new administration of the department has set in place structures which eliminated placement decisions made from probation officers' private biases. He stated that the new administration was supportive of the program. Mr. Scott also spoke to a often repeated criticism of the shelter, the cost of placing youths there compared to other placements. He stated shelter programs by their nature are more expensive than other placements. Also the shelter requires 24 hour supervision and staffing, and provides approximately twice the coverage that the Transition House does. He concluded, that such service will invariably be more costly.

The presenters were asked if there were any psychologists on staff. They answered no (Mr. Lindorfer also supervises the clinical activities at the shelter). The presenters were also asked whether there were efforts made to reunify families in the shelter program. Mr. Scott stated that where it has been appropriate (where the court has not already decided to remove the minor from his/her home) the shelter has aided the Court in assessing whether a minor should be returned to his/her home. Also in those cases where it is clear that a minor is returning home, the shelter has referred the minor through other services available in the CYO structure.

To another cost question, Mr. Scott stated that the monthly price of shelter per resident is $5731. To the question, where are some of the places to which the youths are sent after leaving the shelter, Mr. Scott answered that they go to the whole litany of private placements used by the probation department. He stated that generally they do not go to Log Cabin Ranch, because it is a different track. Even when the placement process has not been concluded, a placement at the shelter, Mr. Scott said, generally indicated that the youth was headed for private placement. Mr. Scott responded that there had been some shelter failures, though the program attempts to work with all of the youths referred to it. He stated that the shelter's termination rate is about 8%. In response to the question, are the program's referrals tracked to see if there is any correlation between its work and results at the final placement site, Mr. Scott stated that the shelter does not do such tracking and he didn't know if the probation department conducted longitudinal studies of that kind.

Mr. Scott responded to a question that the average length of stay at the shelter is approximately 25 days. Protracted court battles about where the youth should go are the usual reasons that a youth would stay a longer period (100 days or longer than the average). Mr. Scott, stated under questioning, that it was his opinion that the "at risk" status of the shelter population is quite varied when compared to Log Cabin Ranch. Some of the youths have similar records, some lighter records and others worse records. To questions on the ethnic breakdown of the shelter population, Mr. Scott responded ("...off the top of my head...") that there were probably 75% African Americans; that the next largest group is Hispanics or Asians, and that there "...were probably more Caucasians at the shelter than at Log Cabin Ranch." To questioning, he stated that the shelter's bed capacity was eight beds. Mr. Scott stated that the shelter's beds were not always full---"...only when there are enough appropriate candidates." Mr. Eagleson commented on the break even point (90% of the beds filled) for the shelter. Mr. Scott responded to questioning on ways that the beds might be filled. He stated that the price remains the same for services even if the beds aren't all filled. Mr. Scott and Mr. Eagleson commented on the recruitment efforts to keep the beds filled. Mr. Eagleson, under questioning, informed the commission that the city pays $2000 of the $5731 and AFDC pays the remaining $3731.

Ms. Nelba Chavez, Director of Probation Services, reiterated that the cost of the shelter to the probation department is $2000. She also emphasized that the probation department was supportive of the shelter. She stated that though there might not be one hundred percent willingness among probation officers to make referrals to the shelter, that the majority of the probation officers were willing. Mr. Scott agreed, reiterating his prior remarks.

To additional questioning on the break-even point for the shelter, Mr. Scott said there is a state regulation for when a shelter operator submits his board-rate plan, and the 90% break-even point is not met. In such cases, there is the possibility that an increase in the rate will have to be ordered by the state so that the shelter will make the break-even point in the future. To the question, what does the difficulty in keeping the shelter's beds full portend for plans to make greater use of such programs, Mr. Scott responded that the continuum of care plan presented by CPO Jordan is being debated in the JPC and other venues. He stated that there are a number of schools of thought on the subject.

As Messrs. Scott, Eagleson and Lindorfer prepared to conclude the question and answer portion of their presentation, Mr. Eagleson reminded the commission that the shelter has just been remodeled to the tune of $200,000 of private funding.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Chairman Clay reminded the commission that the executive committee would be convened on November 21, and that all commissioners are requested to attend. He reminded the commissioners also that with the exception of Commissioner Escontrias' stated interest in the nominations committee, no other commissioner had announced a desire to serve or be considered for election to the bylaws and nominations committees respectively. Chairman Clay stated that since the election for the nominations committee was supposed to be conducted at today's meeting, it was imperative that a slate be put together for recommendation to the broader committee at the December 5 meeting.

Ombudsman Funding. Chairman Clay apprised the commissioners that a copy of the letter confirming the agreement to seek a supplement appropriation for the ombudsman position from Sam Yockey, the Mayor's Finance Director, to Presiding Judge Edward Stern was in each commissioner's personal correspondence folder. He stated that the effort to fund the position was continuing and that Director Fuller would continue to act as the commission's liaison in the effort. Chairman Clay also expressed his optimism that the process would be concluded in the next sixty days. Director Fuller stated that such was possible if everything went as it should.

Attendance at Juvenile Probation Commission Meetings. Chairman Clay requested a volunteer and Commissioner Creel consented to attend the November 13 regular meeting of the JPC. Chairman Clay stated that the commission would assign future JPC meeting dates at the November executive committee meeting.

New Community Service Intern. Chairman Clay turned the floor over to Director Fuller who introduced the JJC's newest intern, 15 year old Brett Kinkle.

COMMITTEE REPORTS

Court/Wardship Committee:

Mini-Report. Court/Wardship Chairman Don Chan reported that a second draft of the mini report was in circulation and being completed by a committee member. He stated that if all went as planned, a finished draft would be ready for review by the sub-committee, after which it would be passed on to the entire commission.

Facilities Committee:

Juvenile Hall Administration Interview Mini-Report. Facilities Chairperson Ruth Cowan reported that the committee would be submitting its mini report draft to the executive committee possibly by the November meeting.

Food Project Report. Commissioner Kelleher reported that the new and recently damaged food cart was operational though tentative. Mr. Kelleher reported that Dr. Mead has apprised him that bids are out for a new food cart to replace it. Mr. Kelleher also stated that a written report would be submitted to the executive committee on the final stages of the food project and then released to the entire commission and department. He stated that all components of the project were now in place with what appeared to be substantial savings in the food budget. Finally, he stated that the only matter which remained to be completed was the procurement of a table for the new grill in the kitchen.

JUDGE'S CORNER: The Honorable Donald S. Mitchell

The judge was in trial. No report was tendered.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Ms. Nelba Chavez, Director of Probation Services, appearing in CPO Fred E. Jordan, Jr.'s stead, turned the floor over to Dr. Don Mead, Director of Juvenile Hall.

Policies and Procedures Manual. Dr. Mead reported that the juvenile hall had made progress on the policies and procedures manual. He stated that his administration had targeted the end of September for completing the basic document. On September 30 and October 1, his administration met with consultants from the American Correctional Association. During those meetings, the ACA representatives gave technical assistance, consultation, trained the staff and helped get the feedback system in place.

Since October 31, the next goal was to incorporate the recommendations from juvenile hall staff, and the detailed policies and procedures from the 1985 manual into the 1991 document. Mr. Mead stated that he anticipates that the new manual will go to press during December. He apprised the commission that the administration has already established a training day in January for training the staff on the manual. Mr. Mead held aloft a copy of the manual to afford the commission a view of what the new document will look like. He stated the new policies and procedures are based on the May 1991 standards of juvenile detention facilities of the American Correctional Association.

Resident Handbook. Mr. Mead informed the commission that the resident handbook of rules and procedures was included in the new policies and procedures package. The handbook is currently being translated into Chinese and Spanish. It also is currently at the typist being prepared. He stated that the administration is indeed making progress for getting started in the new year with a new book of policies and procedures. Mr. Mead stated that at that point, the juvenile hall administration will be able to streamline its operations and use the new policies and procedures as a guide for all that is done.

Mr. Mead responded to questioning from the commission on the completion date of the manual, as it was noted that in the October 9 Juvenile Probation Commission (JPC) meeting minutes, Mr. Mead is quoted as saying that the manual would not be finished until January. The commission inquired how can the timetable for training be set up before the administration is sure that the manual will be in hand. Mr. Mead repeated his December projection for going to press. The commission inquired as to how much of the new manual will be based on ACA standards and how much existed prior to the introduction of ACA standards? Mr. Mead responded that much of the document will come from materials which were in existence in the prior manual. However, he stated that most, probably 80%, reflects policies and procedures which are now based on national standards. To the question, as to whether the national standards are consistent with the policy and procedural needs of juvenile hall, Mr. Mead responded that the first year of the new manual's existence will be used to fine tune it. Mr. Mead also apprised the commission that one of the national standards which will be employed is the requirement that the manual be reviewed annually for possible revisions. He stated that the first year would not be experimental but it would a period utilized to test the new manual. He likened the manual to a living, growing, changing organism. Mr. Mead also apprised the commission that the administration is working on the development of orientation video materials to aid the illiterate minors and youths with reading deficiencies. The video materials would also be translated into Chinese and Spanish. Audio tapes are also being planned.

Court Reports. Ms. Melinda Mills, Supervising Senior Probation Officer, next took the floor for the Probation Department. Ms. Mills began by clarifying that the probation officer staffing problems discussed during the September 5 meeting have nothing to do with the late court reports of this discussion. Ms. Mills stated that the vast majority of the department's reports are gotten in on time. However, she attributed the lateness of some court reports to the inability of the stenography pool to get work completed on time. Ms. Mills informed the commission that she had set up a system where supervisors would track all court reports. This would allow the department to keep track on a weekly basis of the late reports and why they are late. The developing information would be transmitted to the finance department which controls the steno pool. Ms. Mills says that her personal observation is that the probation officers are getting their reports in on time for transcribing. She stated the steno pool supervisor was also checking on the volume of reports and prioritizing them for completion.

To questioning from the commission, Ms. Mills answered that there are only three persons in the steno pool. She stated that a vacation absence coupled with a sickness can cause problems. Ms. Mills also stated that the department cannot under present fiscal and civil service restraints get temporary help for the pool. Ms. Chavez also apprised the commission that all probation officer reports must be turned in 96 hours before they are due.

Supervision Process. Ms Mills informed the commission that the department is in the process of revamping its supervision unit. A case review system has been worked out where each supervisor on a random basis will review with each probation officer five cases monthly. Presently probation officers are required to make one face to face visit with his case client per month. Ms. Mills stated that the department is presently in the process of tightening up the supervision contact scheduling.

Responding to questioning, Ms. Mills stated that detained youths are seen as many as three times a week. Both she and Ms. Chavez apprised the commission that the visits provided a soothing function for the youth, which ameliorated the tension and anxieties of being locked up. They both referred to it as a maintenance strategy. Additionally, Ms. Chavez identified the probation officer as the detained youth's most important person. Ms. Mills stated that there was documentation in the cottages and in the youth's case folder on the number of visits both while he is detained and under probation supervision. With respect to supervision contacts, she stated that numerous collateral contacts are made, for instance checking on the youth's school attendance, and program attendance (i.e., drug program, etc.). Ms. Mills and Ms. Chavez both responded to questioning on the probation department's contacts with youths around the issues of re-entry into the schools. Ms. Chavez talked about a recently established probation department committee for working out school and school-related problems. A MOU between the probation department and the department of education has been established for the shifting of the assessment and assignment of reentering youths to Woodside Learning Center.

OLD BUSINESS No Old Business.

NEW BUSINESS

Council On Programs and Services. Commissioner Creel thanked Mr. Mead for the opportunity to attend the COPS meeting on November 6.

California Youth Authority Community Consultant. Community Services Consultant Bill Greer, of the California Youth Authority, made a brief report on his recent inspection of Juvenile Hall. He called it the best inspection he had made in ten years at San Francisco's juvenile hall. He cited in particular improvements in the physical plant at juvenile hall. He also cited the increase in programming for youths detained in the juvenile hall. He stated he was pleased to see that youths were locked in their rooms much less time and that Non-English speaking youths were receiving greater access to programming. Finally he lauded the plan to develop video orientation materials for Non-English speakers. He lauded the painting of the facility and the food. He stated, under questioning, that he was still awaiting the fire and safety report. He stated that he would not be extending the present deadline for the report beyond the present extension. He stated that the sewage and water problems at Log Cabin Ranch were being addressed, and he was getting good reports that the water was satisfactory.

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

> That the meeting be adjourned into executive session at 5:53 PM.

Ruth Cowan (mhf)

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

JANUARY 9, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

SWEARING-IN CEREMONY FOR FIVE COMMISSION SEATS

1991 YEAR END REPORT-JUVENILE PROBATION DEPARTMENT

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Minutes of the DECEMBER 7, 1991 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: Though the appointment process for the seats presently open on the commission is drawing to a close, the commission encourages interested applicants to submit their applications for future open seats. Thirteen of the fifteen commission seats are for adults, and the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman Don Clay called the meeting to order at 4:15 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Arla Escontrias, Ruth Cowan, Don Chan, Georgia Bates Creel, Frank P. Kelleher, Clifford E. Zall

COMMISSIONERS EXCUSED

Sylvia Courtney, Jay Rorty.

COMMISSIONERS ABSENT None

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

Fred E. Jordan, Jr., Nelba Chavez, Don Mead, Felton Williams, Brenda Payton, Melinda Mills

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the November 7, 1991 regular meeting be approved as corrected

Correction: Commissioner Ruth Cowan is reported as excused at the November 7, 1991 regular meeting. The corrected record will reflect that she was in attendance.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Chairman Clay reminded all commissioners that the December 19 executive committee meeting is cancelled.

Retreat. Because Commissioner Chan is unavailable on January 18, 1992, Chairman Clay requested that the commissioner reconsider January 11 as the date for the retreat. The retreat date was changed to January 11.

Nominating Committee. Chairman Clay called for a motion to elect Commissioners Creel, Cohn, Cowan, Escontrias and Rorty to the nomination committee as recommended by the executive committee. Commissioner Chan called for the motion.

It was moved, seconded and carried:

> That Commissioners Creel, Cohn, Cowan, Escontrias and Rorty are elected to the Nominating Committee.

Chairman Clay appointed Commissioner Creel as convener.

Bylaws Committee. Chairman Clay appointed Commissioners Cowan, Creel and Zall to the Bylaws Committee.

Resolution. Chairman Clay requested that Director Fuller read the following resolution into the record for ratification:

> Be it so resolved:
>
> That the Juvenile Justice Commission extends its heartfelt congratulations to member Frank Kelleher on his 70th birthday.

> The Commission would like to acknowledge the years of thankless public service which Mr. Kelleher has given to the City and County of San Francisco, both on the Commission and as a member of other volunteer organizations.
>
> We love you, Frank. We hope to share many more years with you of leadership and tireless devotion to the youth and citizens of San Francisco.
>
> Every member of the Commission joins in saying: Thank you!

It was moved, seconded and carried:

> That the resolution honoring Commissioner Kelleher is approved as read into the record.

Ombudsman Funding. Director Fuller reported that the ombudsman supplemental appropriation was calendared for the Board of Supervisors Finance Committee hearing of December 18, 1991. Mr. Fuller apprised the commissioners that a copy of the request materials was supplied to each commissioner in his/her correspondence folder. He stated that he hoped those commissioners interested in assisting the effort to win passage of the request would use the materials in their talks with Supervisors whom they know.

Attendance at the Juvenile Probation Commission (JPC) Regular Meetings. Chairman Clay apprised the commission that all commissioners had been assigned a JPC regular meeting to attend and report on to the JJC. He reminded the commission that a memo had been written by Director Fuller listing the dates.

Request For Attendance Records. Chairman Clay apprised the commissioners that Judge Mitchell had made a request for the attendance records of all active commissioners at the 1990 and 1991 regular meetings.

COMMITTEE REPORTS

Court/Wardship Committee:

Mini-Report. Committee Chairman Chan reported that a final draft was at hand and would be distributed to C/W committee members for revisions prior to a review by the entire commission.

Facilities Committee:

Juvenile Hall Administration Interview Mini-Report. Committee Chairman Cowan asked for a motion to approve and release the 1991 Facilities Committee Interim Report: Juvenile Hall Interviews.

It was moved, seconded and carried:

> That the commission:
> (1) adopt the contents of the report as prepared; and
> (2) incorporate by reference the contents as though fully set forth into the record of this meeting; and
> (3) that the report be submitted to the Supervising Judge of the Juvenile Court and the California Youth Authority; and
> (4) that the report be made available to the public; and
> (5) that the report be transmitted to the Juvenile Probation Commission of the City and County of San Francisco and the Chief Juvenile Probation Officer of the City and County of San Francisco.

Ombudsman Recommendations. Commissioner Cowan reiterated the commission request to meet with the administration of juvenile hall to discuss the status of the facility's on-going response to the ombudsman recommendations.

Invitation For A Transfer Of Knowledge Seminar. Commissioner Cowan apprised the commission that Woodside Learning Center Principal Gloria Burchard had extended an invitation to the commission to join with her and her staff in a transfer of knowledge seminar. She stated that the facilities committee would seek to arrange such a seminar in February of 1992.

JUDGE'S CORNER: The Honorable Donald S. Mitchell

The judge was in trial. No report was tendered.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Continuum of Care Plan Implementation Update. CPO Jordan apprised the commission that the execution of the implementation plan for the Continuum of Care Proposals was proceeding as planned, though behind schedule. He also reported that talks had begun with organizations within the OMI district about a neighborhood-department prevention program partnership. Mr. Jordan estimated that the assessment instrument phase of the plan will be completed by the end of January.

Allegations of Child Abuse. Mr. Jordan reported that there were on-going investigations into two alleged incidents of child abuse within the juvenile hall. He stated that the facility staff accused have been suspended without pay pending the completion of the investigations. He stated that the investigations are projected to be completed by December 23, 1991. Mr. Jordan reminded the commission that because the matter is a personnel matter, the names of the accused are confidential. As required in the facility's manual of policies and procedures (c. 1985), all documentation available on the cases was forwarded to the commission and each commission supplied with a set of the documents. Chairman Clay asked all questions from the commission relating to the investigation be funnelled through him.

OLD BUSINESS No Old Business.

NEW BUSINESS No New Business

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

> That the meeting be adjourned into executive session at 5:53 PM.

Ruth Cowan, Secretary

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

FEBRUARY 6, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

DOCUMENTS DEPT.
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Minutes of the JANUARY 9, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: The appointment process for seats previously open on the commission has closed. However, the commission encourages interested applicants to submit their applications for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman Don Clay called the meeting to order at 4:07 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Steve Cohn, Arla Escontrias, Ruth Cowan, Don Chan, Sylvia Courtney, Georgia Bates Creel, Frank P. Kelleher, Jay Rorty,.Clifford E. Zall

COMMISSIONERS EXCUSED None

COMMISSIONERS ABSENT None

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donald S. Mitchell, Nelba Chavez, Rosemary Finley, Patricia Grice, Don Mead, Felton Williams, Marge Mapes, Linda Gorman

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the December 5, 1991 regular meeting be approved.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

CHAIRMAN'S REPORT: C. Don Clay

Retreat. Chairman Clay reminded the commission that its retreat would be held on Saturday, January 11, from 9:00 am to 3:00 pm.

Executive Committee Meeting. Chairman Clay reminded the commission that the January executive committee meeting is cancelled and replaced by the retreat. He apprised the commission that currently the next scheduled executive committee meeting is for February 20, 1992. However, he stated that the February meeting will likely have to be re-scheduled as a result of the scheduling conflicts of several of the committee members.

Ombudsman Funding. Chairman Clay reported that the supplemental request has been "continued to the call of the Chair" in the Finance Committee of the Board of Supervisors. He apprised the commission that recent developments arising out of the change in mayoral administrations may delay action being taken on the matter. He instructed Director Fuller to make a report to the commission regarding the status of the request.

Allegations of Child Abuse. Chairman Clay tabled discussion of the matter to the February meeting pending the submission of a report on the investigation from Dr. Mead, Director of Juvenile Hall.

Attendance at the Juvenile Probation Commission (JPC) Regular Meetings. Chairman Clay tabled the report on the JPC December meeting.

Introduction of Former Commissioner. Chairman Clay introduced former youth commissioner, Elizabeth Siggins to commission and audience.

COMMITTEE REPORTS

Nominating Committee. Commissioner Georgia Bates Creel reported that a slate of officers for the 1992 calendar year had been recommended by the committee. The slate was: C. Don Clay - chairman; Don Chan - vice-chairman; Ruth Cowan - secretary; and Arla Escontrias - treasurer; Jay Rorty and Georgia Bates Creel - at large members of the executive committee. Chairman Clay asked for discussion; there was none. He called for a motion.

It was moved, seconded and carried:

That the slate of officers as recommended by the Nominations Committee is approved and elected to office.

1992 JJC Officers

C. Don Clay, Chairman	Ruth Cowan, Secretary
Don Chan, Vice-Chairman	Arla Escontrias, Treasurer

1992 Executive Committee Officers At Large:

Georgia Bates Creel	Jay Rorty

Bylaws Committee. Chairman Clay tabled the discussion of the 1992 bylaws and standing rules revisions to the January 11 retreat.

Court/Wardship Committee:

Mini-Report. Committee Chairman Chan reported that he was very pleased to apprise the commission that the committee had a working draft of which all committee members were in possession. He stated that it would be reviewed and edited for submission to the whole commission or the executive committee---whichever convened first.

Facilities Committee:

Juvenile Hall Inspection Report. Committee Chairperson Ruth Cowan reported that she and Commissioner Creel had conducted an extensive tour of Juvenile Hall on December 30, 1991. She stated that they even waited in one unit for half an hour because of a disruption which occurred as they were inspecting. She stated that she thought the inspection was a good one with respect to cleanliness, the logbooks, and the dress in the cottages. She stated that there were still some little problems. Clothing inventory stocks seem to be having some difficulty getting to the units.

Log Cabin Inspection. Mrs. Cowan announced that an inspection of Log Cabin Ranch would be held on January 16. 1991.

Invitation For A Transfer Of Knowledge Seminar. Mrs. Cowan reminded the commission that the Woodside Learning Center Principle, Gloria Burchard, has extended an invitation to the commission to participate in a Transfer of Knowledge Seminar with her and the center staff. Mrs. Cowan stated that she is asking Ms. Burchard if the seminar can be scheduled during April or May.

Ombudsman Recommendations. Mrs. Cowan also apprised the commission that the committee was scheduling interviews with the Juvenile Hall administration (Dir. Mead and Asst. Dir. Medina) to follow-up the ombudsman recommendations on the juvenile hall grievance and disciplinary procedures.

JUDGE'S CORNER: The Honorable Donald S. Mitchell

Juvenile Hall Kitchen. Judge Mitchell apprised the commission that he had visited the kitchen of Juvenile Hall, and talked with the Chef regarding the kitchen cart which was damaged in the fall. He also commented on the grill and deep fryer purchased this summer which are still inoperable.

Log Cabin Visit. Judge Mitchell also stated that he had visited Log Cabin Ranch on December 31, 1991. He stated that he continued to be impressed with some of the improvements at the ranch, especially the recent assessments and plans that have "...helped reach..." the detainees. He stated that the aforementioned assessments and plans are "likely to produce a better result" by way of placing each of the youths on a planned program with a defined goal." When the youths leave he stated, "they can look back on that experience as being productive." He stated there is a lot which needs to be done at Log Cabin Ranch. He observed that even though his visit occurred on the last day of the year, and there was no school, "the kids were pretty much on their own, with supervision but not really much to do." He stated that he thought that kind of dead time is time which is poorly utilized.

Population Increase at Juvenile Hall. Judge Mitchell reported that Juvenile Hall is housing more youths than it was last summer. He stated that the reason for it is that the city and county has experienced an increase in the number of violent crimes over the last few months. He stated that he had talked with Cynthia Lee, the managing district attorney at Youth Guidance Center, and she stated that there were 60 more petitions for violent crimes filed in November 1991 than in November 1990. Judge Mitchell asserted that the increase was reflected in the larger Juvenile Hall population and reflective of the increase in criminal activity for whatever reasons that in which youths are involved. He stated that it signals the concern that "we should all have" over the population in Juvenile Hall and the population at Log Cabin Ranch School. The judge stated that he has sent more kids to the California Youth Authority in recent months than he did earlier in the year. During the last two months he stated that he had committed four or five youths to the Youth Authority, all for violent crimes including murder (3 for homicides).

Language Difficulties. Judge Mitchell commented that one thing which was not being addressed adequately was the increased number of Hispanic and Asian youths being placed at Log Cabin Ranch. He stated that the problem is that the only real program at the ranch is the educational program; and the Woodside Learning Center does not have the resources to send teachers there who are bilingual. The judge suggested that the commission should make the issue an item of substantial concern.

Questions and Comments. The judge took questions and comments from commission members on the kitchen cart, the griddle and deep fryer. He also talked about a report which he got from the Chef that the new Juvenile Hall recipes includes food items (low fat foods including specially processed turkey meat) which are not readily available through ordinary sources. Judge Mitchell responded to questions on the difficulties in providing educational and other services to detainees who are mono-lingual in a language other than English.

Swearing-In. Judge Mitchell made introductory remarks on the duties of the commission, stressing that the commission has the responsibility of overseeing many of the details of the lives of children referred through the Juvenile Court. He then swore in new commissioners Pamela Berman, Randy Schell and Junious Williams. Upon completion of that swearing-in ceremony, he also swore in returning commissioner and chairman, C. Don Clay.

Youth Commissioners. Judge Mitchell announced that he had selected two youths to fill the open youth seats on the commission. He stated that he would be swearing them in at the February meeting.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

1991 Year-End Report. CPO Fred E. Jordan was unable to attend the meeting. Log Cabin Ranch Director Rosemary Finley introduced the probation department management team in his stead. Ms. Finley explained to the commission that the various management team members would be identifying the three greatest achievements during 1991 for the areas of the department which they manage. She stated that each speaker would also be highlighting one item in which they would hope to see improvement in 1992.

Fred E. Jordan, Jr.- CPO:

1. Produced a second bond report proposal for rebuilding Youth Guidance Center in conjunction with other departments.
2. Development and presentation of the Continuum of Care Plan with the initiation of a series of community focus groups.
3. AB90 Task Force approval of grant application for $35,000 to develop an assessment instrument for the multi-disciplinary team operating under the aegis of the probation department. Anticipates matching funds from the Henry Kaiser Foundation.
4. For 1992, fundraising for the Continuum of Care Plan is highlighted.

Rosemary Finley, Director, Log Cabin Ranch:

1. Increased parental involvement.
2. Increase in the variety of programs offered.
3. Heightened sensitivity of residents movement and control.
4. Development of an updated polices and procedures manual.

Patricia Grice, Director of Finance and Administration:

1. Submitted the 1991 budget on time and successfully defended it from city-wide mandated cuts.
2. Developed contracts for state projects funding capital improvements.
3. Developed workers compensation plan and injury reduction program.
4. Access Title 4-E monies for program and worker development in the Accounting Department.

Nelba Chavez, Director of Probation Services:

1. Development of a multi-disciplinary team for out-of-home placement.
2. United the two supervision and intake units and formalized a common purpose for the newly created units.
3. Strengthened the relationship between probation services and Mental Health, probation services and Health services, and probation services and the Woodside Learning Center.
4. Will seek to develop improve record keeping throughout the probation department.

Donald Mead, Director of Juvenile Hall:

1. Improvements in the quality of life and conditions of confinement in Juvenile Hall.
2. Completion of an updated policies and procedures manual.
3. Filling of vacancies in juvenile hall.
4. Will seek to implement the new policies and procedures manual in juvenile hall.

The commission expressed it pleasure to Mr. Mead with regard to the completion of the policies and procedures manual. It was moved, seconded and carried:

> That the commission congratulates Mr. Mead and his staff on the completion of the policies and procedures manual, and conveys its appreciation to Chief Probation Officer Fred E. Jordan, Jr. as well.

Ms. Finley and Mr. Mead responded to questions from the commission on assaults in juvenile hall against staff, the condition of staff injured in an assault in the booking office of juvenile hall, on whether there was documentation of suicide attempts arising from issues of associated with sexual minority youths, and on the opening for an Assistant Director for Log Cabin Ranch.,

OLD BUSINESS No Old Business.

NEW BUSINESS No New Business

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

That the meeting be adjourned into executive session at 5:25 PM.

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

MARCH 5, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

DOCUMENTS
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Minutes of the FEBRUARY 6, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: The commission encourages interested applicants to submit their applications for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Vice-Chairman Don Chan called the meeting to order at 4:12 p.m.

COMMISSIONERS PRESENT

Don Chan, Ruth Cowan, Arla Escontrias, Pamela Berman, Steve Cohn, Sylvia Courtney, Frank P. Kelleher, Jay Rorty, Randy Schell, Junious Williams

COMMISSIONERS EXCUSED C. Don Clay, Georgia Bates Creel, Clifford E. Zall

COMMISSIONERS ABSENT None

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donald S. Mitchell, Fred E. Jordan, Jr., Nelba Chavez, Don Mead, Felton Williams, Brenda Payton, Marge Mapes, Linda Gorman

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the January 9, 1992 regular meeting be approved as corrected.

Correction: On page 3, under the heading "Log Cabin Inspection," the proper year of the announced inspection is **1992,** not 1991.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Vice-Chairman Chan, chairing the meeting in Chairman Clay's stead, reported that chairman Don Clay would be unable to attend the executive committee as scheduled on February 20, 1992. Vice-Chairman Chan requested that the meeting be re-scheduled to February 27. All executive committee members approved. The meeting will be held on February 27.

Ombudsman Funding. Vice-Chairman Chan reported that the funding request remains "Continued to the Call of the Chair" of the Finance Committee (Board of Supervisors). He stated that the commission would have to see what comes from the new mayoral administration.

Allegations of Child Abuse. Mr. Chan inquired on the status of the investigation into two allegations of child abuse in Juvenile Hall. The incidents occurred in early November, 1991. CPO Jordan deferred to Mr. Mead, Director of Juvenile Hall, for the update. Mr. Mead reported that the investigation is now complete. However, further comment on the matters was deferred pending the completion of an appeal filed by one of the staff involved. Also Mr. Mead remarked that much of the information gathered in the investigation is confidential and could not be exposed in a public meeting. Mr. Jordan advised the commission that Deputy City Attorney Lori Giorgi had instructed him to refer all information requests to her. Mr. Chan requested a written report when the appeals and other procedural matters were completed. Mr. Mead agreed to the request.

Breach of Security. Mr. Chan referred the commission to a new disclosure that a breach of security in Juvenile Hall had occurred on New Years Day. He asked Messrs Jordan and Mead to comment on the incident. Mr. Mead informed the commission that the incident occurred because a youth entering the juvenile hall as part of the Omega program was not processed through the walk-through metal detector. He stated that the oversight was a violation of the facility's security policy. Mr. Mead stated that the staff in question had been counseled to the appropriate procedure, as well as the supervisors on duty. He also stated that he had conferred with the Omega program sponsor, Jack Jacqua on the matter.

Mr. Mead then responded to questions from the commission on the location of the metal detector, the policy on who is searched, and who is responsible for a youth on warrant status being involved in the Omega program. He assured the commission that all minors and "non-YGC employees are to be searched. He also assured the commission that the program sponsor had promised to make sure that all youths participating in the program would not be the subject of outstanding warrants.

Juvenile Probation Commission Regular Meeting Coverage. Mr. Chan reminded the commission that the February meeting of the JPC is scheduled to be covered by Chairman Clay. He instructed Director Fuller to confirm the JPC coverage schedule with the remainder of the commission.

Moment of Silence. Mr. Chan asked the commission and audience to observe a moment of silence in memory of Jack Thompson, probation officer.

COMMITTEE REPORTS

Bylaws Committee. Chairman Chan tabled the discussion of the Bylaws and Standing Rules revisions.

Court/Wardship Committee:

Mini-Report. Vice-Chairman Chan turned the C/W report over to committee member, Jay Rorty. Mr. Rorty reported that the committee is closer to a final draft, after a meeting early in the week (2/03/92) with Director of Probation Services, Nelba Chavez. The committee members expressed optimism that the final draft would be completed for ratification by the entire commission prior to the next regular meeting.

Facilities Committee:

Juvenile Hall Inspection Report. Committee Chairperson Ruth Cowan reported that the juvenile hall and Log Cabin Ranch Inspections had been completed for the annual 1991 reports. She also reported that the juvenile hall administration had been interviewed. She stated that the committee notes were being compiled and the reports would be in a final draft in March.

Log Cabin Inspection. Mrs. Cowan reported that she and Commissioners Kelleher and Williams had visited Log Cabin Ranch. She commended Commissioner Williams for his quick action on submitting his inspection observations. Mrs. Cowan noted marked improvements in evidence in the ranch's observations, moving her to observe that "...it proved the accuracy of Director Finley's statement that the ranch staff had withstood the depression and frustration of the threat of being closed down." She stated that she was impressed with the parent involvement program. Recalling Judge Mitchell's comments from his report during the January meeting, Mrs. Cowan remarked on the difficulties encountered by Hispanic youths who are non-English speakers. She stated that there is presently no Spanish speaking staff in the school. She stated that the committee would be looking into the matter. She also announced that she would be representing the commission in a discussion with CYA Community Consultant Bill Greer, Dir. Finley and Woodside Learning Center Principal, Gloria Burchard on the Friday drop-offs of youths on hometrip furloughs from the ranch.

Ombudsman Recommendations. Mrs. Cowan reported that the committee had met with Juvenile Hall Director Don Mead, regarding the ombudsman recommendations for the facility. She noted that the committee had requested certain grievance materials. She stated that that the committee had one concern: that is, that original grievance materials were being sent to the city attorney for use in the Youth Law Center lawsuit without being copied first. Mrs. Cowan expressed the concern of the committee that there is no way for the facility to ascertain whether all the materials are being returned.

She questioned Director Mead on the matter. He stated that the facility believed that it would get all of its materials back. Discussion ended with a suggestion that the commission contact the city attorney's office directly for materials it desires and for a policy response on the transmission of the materials.

Inspection Suggestion. Mrs. Cowan suggested that the entire commission be required to participate in the inspection of facilities, not just the facilities committee. She also suggested that in April the commission should visit a CYA institute. The matter was referred to the executive committee.

Juvenile Hall Kitchen Developments. Commissioner Kelleher reported that he had just received notice that the new deep fryer and grill would be in operation within two weeks.

JUDGE'S CORNER: The Honorable Donald S. Mitchell

Swearing-In. Judge Mitchell made introductory remarks on the two new youth commissioners, Javelle Daigle and Orlando Lee. He then swore in the new commissioners.

Out of Home Placements. Judge Mitchell next apprised the commission of his "continuing concern" about the department's out-of-home-placements. He stated that his concern arises from the number of warrants which are being filed as a result of youths running away from their placements. The judge stated that something is not working from the number of warrants which he is signing. The judge acknowledged the commission's charter to inquire into the question of whether out-of-home-placement is working. Commissioner Escontrias requested a meeting of the Court/Wardship Committee with the judge. The judge agreed to the meeting and underscored his concern by relating a anecdote to the commission about a youth who had been in juvenile hall two months awaiting placement to a new site after the original site to which he was committed, was closed. The judge asked if the city is getting what it is paying for. The judge also responded to comments from the commission regarding the information contained in disposition reports made to the court by placement officers. There was discussion on the question of whether the court should continue to make general placement orders or specific placement orders.

New Superior Court Referee. Judge Mitchell announced the temporary assignment of Superior Court Referee William Gargano to help with the Juvenile Court backlog of cases. Commissioner Gargano also may be the replacement for Commissioner Cincotta who is deciding whether to accept the early retirement package.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Welcome to New Commissioners. CPO Jordan welcomed the new commissioners. Mr. Jordan stated that he looked forward to working with them.

Bond Measure Initiative. CPO Jordan apprised the commission that he had recommended to the Finance Committee of the JPC that the bond measure initiative be placed on the fall ballot to fund the construction of a new Youth Guidance Center. He stated that the initiative which had been withdrawn in early 1991 will provide the basis for the measure which will be used. He informed the commission that it called for a ninety (90) room juvenile hall with an overall capacity of one hundred and thirty-five (135) residents. Mr. Jordan stated that the last two weeks in April are the last period in which the department must appear before the Capital Investment Improvement Committee to make the November ballot.

Horticulture Program. To questions on whether the proposed budget for FY 1992-93 had monies in place for the horticulture program, CPO Jordan and Judge Mitchell assured the commission that the program, which is funded through grant monies primarily, is secure for the foreseeable future. To questioning on the status of the vocational staff, Mr. Jordan responded that while the vocational staff, which is funded through the general fund is budgeted, "no one's job is safe" under the present deficit situation.

Prop J Monies. Mr. Jordan next took questions on the impact of the Prop J Monies on the department budget. He stated no monies presently represented in the 1992-93 department budget are derived from Prop J monies. Mr. Jordan stated that the plan for the Prop J monies appears to provide for funding of programs aimed at high risk youths.

Home Based Intensive Supervision. In response to a question on the status of the Home Based Intensive Supervision Program, Mr. Jordan responded that the last report he received indicated that the program had twenty-one of its forty slots filled. He stated that the department was working to find appropriate youths for the available slots.

OLD BUSINESS No Old Business.

NEW BUSINESS No New Business

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

That the meeting be adjourned into executive session at 5:05 PM.

Ruth M. Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

APRIL 2, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

PRESENTATION: REPORT FROM "COME INTO THE SUN" CONFERENCE

Minutes of the MARCH 5, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: The commission encourages interested applicants to submit their applications for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay called the meeting to order at 4:14 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Ruth Cowan, Arla Escontrias, Pamela Berman, Steve Cohn, Georgia Bates Creel, Jay Rorty, Randy Schell, Junious Williams, Clifford E. Zall

COMMISSIONERS EXCUSED Don Chan, Sylvia Courtney, Javelle Daigle, Frank P. Kelleher

COMMISSIONERS ABSENT None

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donald S. Mitchell, Don Mead, Judy Hogan, Cheyenne Bell, Lori Giorgi, Janet Medina, Dennis Sweeney, Felton Williams

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the February 6, 1992 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Chairman Clay reported that the March Executive Committee Meeting will be held on the 19th. He stated that the date might possibly be changed to the 18th, and tabled the discussion of the change to the executive session.

Ombudsman Funding. Chairman Clay directed the commission's attention to a letter he wrote to the Mayor's Financial Director, Adelle Foley, on the matter of the city providing general funding for the ombudsman's position. Director Fuller reported on the matter to the commission. Chairman Clay requested that commissioners with connections to the Board of Supervisors conduct a coordinated lobbying campaign in support of the position request.

Rites of Passage. Chairman Clay apprised the commission that the matter would be discussed in executive session. He directed the commission's attention to the news article announcing the death of the director of the program, James McKenry.

Chairman's Annual Report. Chairman Clay called the commission's attention to his 1991 annual report. He asked for a motion to release the document.

It was moved, seconded and carried:

> That the commission:
> (1) adopt the contents of the report as prepared; and
> (2) incorporate by reference the contents as though fully set forth into the record of this meeting; and
> (3) that the report be submitted to the Supervising Judge of the Juvenile Court and the California Youth Authority; and
> (4) that the report be made available to the public; and
> (5) that the report be transmitted to the Juvenile Probation Commission of the City and County of San Francisco and the Chief Juvenile Probation Officer of the City and County of San Francisco.

COMMITTEE REPORTS

Bylaws Committee. Chairman Clay tabled the discussion of the Bylaws and Standing Rules revisions to the March 19 executive committee meeting.

Court/Wardship Committee:

Mini-Report. Committee member, Jay Rorty reported in C/W Chairman Don Chan's stead, that the report was still incomplete with respect to materials and findings which needed to be incorporated from recent discussions with probation department representatives. Mr. Rorty reported on the committee's meeting with Judge Mitchell. Mr. Rorty also moved that the report and any subsequent discussion of it be continued in executive session.

It was moved, carried and seconded:

> That discussion of the placement inquiry report be continued in executive session.

Facilities Committee:

Juvenile Hall Inspection Report. Committee Chairperson Ruth Cowan reported that the juvenile hall and Log Cabin Ranch Inspections were completed. However, the 1991 reports were delayed because the committee wanted to discuss the placement profile of the court with respect to LCR and include its findings in the report. The annual inspection report for juvenile hall is delayed awaiting materials requested from the juvenile hall.

Inspection Suggestion. Mrs. Cowan reported that the facilities committee was recommending that all commissioners must visit LCR at least once a year and inspect juvenile hall every six months. She reminded the commission of the commission's responsibility as mandated in the Welfare and Institutions Codes to inspect the county facilities.

The Reporting of Serious Incidents. Mrs. Cowan called the commission's attention to the change in the juvenile hall's manual of policies and procedures with regard to the reporting of serious incidents to the commission. The new manual does not contain a directive on the matter as did previous editions. She stated that the committee would like to expedite the reporting process. She stated that the committee was asking for a written preliminary report within twenty-four (24) hours of the incident and a full report in five (5) days. She stated that with respect to the most recent batch of controversial allegations about juvenile hall that the committee was discussing the possibility of conducting "mini-grand-jury-like" hearings on the charges.

Log Cabin Inspection Comments. Mrs. Cowan stated that she was "most impressed" with the parent involvement program. She described the program to the commission, pointing out its benefits to the home pass program and the general manner in which it gave support to the parents of the residents. Mrs. Cowan also referred to several other improvements in the program at the ranch.

JUDGE'S CORNER: The Honorable Donald S. Mitchell

Judge Mitchell was unable to attend the meeting.

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Announcement of Appointment of New Assistant Director to Juvenile Hall. Mr. Mead, acting as CPO and reporting in Mr. Jordan's stead, announced the appointment of Janet Medina to the Assistant Director's position in Juvenile Hall.

Essay Honor for former Juvenile Hall Detainee. Mr. Mead apprised the commission of the honoring of a former juvenile hall detainee for his entry in the "Share the Dream" essay contest sponsored by television station, KPIX. The youth wrote an essay extolling the virtues of the counseling he received from juvenile hall counselor Joseph Tanner.

New Allegations of Child Abuse. Mr. Mead publicly apprised the commission that there had been new allegations of child abuse in juvenile hall. He stated that he and others present representing the juvenile probation department would be available to discuss the matter in executive session.

Rites of Passage. The commission, referring to information contained in a CPO letter to the ROP program, inquired about the number of youths remaining in the program. The inquiry noted that the commission had formerly been informed that all youths were being removed from the program. However, the CPO's letter stated that San Francisco youths remained at other sites of the program. Senior Supervising Probation Officer Judy Hogan clarified the matter, informing the commission that youths previously placed at other sites than the Piute Indian Reservation camp, site of a recent serious injury, would finish out their programs. At the completion of that groups' programs, placement in the program would be re-evaluated. To a question on how many San Francisco youths were placed out of state in any program, Ms. Hogan responded that presently seven children were placed out of state. Ms. Hogan also responded to questions on the procedures used to advise and inform minors and their families about sites to which the minor in question is placed. The commission also queried Ms. Hogan on the procedures used to order minors into placements which are out of state. The commission also discussed the public information on the status of the Nevada authorities' investigation on the ROP incident.

OLD BUSINESS No Old Business.

NEW BUSINESS

Revels Cayton Commemoration. Director Fuller reminded the commission that Woodside Learning Center Principal Gloria Burchard has requested that the commission participate in a ceremony commemorating former commissioner Revels Cayton. The computer room in juvenile hall is to be named after Mr. Cayton.

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

That the meeting be adjourned into executive session at 4:55 PM.

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

MAY 7, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

PRESENTATION: SPECIAL PROGRAMS FOR YOUTH—SEXUAL MINORITY YOUTHS AT YOUTH GUIDANCE CENTER

Minutes of the APRIL 2, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: The commission encourages interested applicants to submit their applications for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay called the meeting to order at 4:16 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Don Chan, Ruth Cowan, Steve Cohn, Georgia Bates Creel, Frank P. Kelleher, Orlando Lee, Randy Schell,

COMMISSIONERS EXCUSED Javelle Daigle, Arla Escontrias, Jay Rorty, Junious Williams, Clifford E. Zall

COMMISSIONERS ABSENT Pamela Berman, Sylvia Courtney

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donald S. Mitchell, Fred E. Jordan, Jr., Nelba Chavez, Don Mead, Judy Hogan, Cheyenne Bell, Judy Hogan, Brenda Payton

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the February 6, 1992 regular meeting be approved as corrected.

Correction: The March 5 minutes recorded Judge Mitchell as present in the roll call. However, he did not attend the meeting.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: "COME INTO THE SUN:" Findings and Recommendations on the Needs of Women and Girls in the Justice System. Presented by PATRICIA LEE, Public Defender's Office & MARIA CORA, Department of Public Health.

Ms. Lee opened her comments with a reminder that she worked in the Public Defender's Office, and is a member of the Coleman Advocates Board and the Delinquency Prevention Commission (hereafter, DPC). She also informed the commission that one of its members, Georgia Bates Creel had attended the Come Into the Sun (hereafter CITS) conference in May of this year. Ms. Lee then directed the commission's attention to the broad base of the coalition responsible for the conference, referring to page 2 of the conference findings.

Ms. Lee apprised the commission that the conference had focused on girls and incarcerated women. She stated that there had been several follow-up meetings out of which came the report carrying the conference name. Ms. Lee referred to the subject population of the conference, as "girls on the edge." She stated that the conference participants were more than service providers and professionals in the field. They were also young woman on the edge, who gave input on the findings and recommendations.

Ms. Lee apprised the commission that the CITS coalition is now moving forward into an action agenda. She stated that the coalition found a lack of statistical materials ---"...an understandable intelligent compilation..."---within the probation department's management information system on girls. She stated that without such materials it is very difficult for the coalition to develop work around specific issues. While conceding that the girls population is small at YGC, Ms. Lee stated that it should not preclude the interest and the energy of the Juvenile Probation Commission (hereafter JPC) in supporting and enforcing gender specific programs that the coalition is advocating.

Ms. Lee stated that a girls mentor program has been set up specifically dealing with girls in the probation department, those on probation as well as those who are detained. Ms. Lee apprised the commission that the program was being endorsed and supported by the DPC and the Commission on the Status of Women. She stated that the coalition was beginning to search for seed money to get the program started. The coalition has spoken with the regional director of the YWCA in the hope that that organization will be able to adopt the mentorship program and absorb the bureaucratic responsibilities of the program.

She described the plan of the program as setting up meetings and conferences with the girls which will be called outings. The goal of the outings is to encourage bonding between the girls on the edge and the mentors. One outing offered by Lucas Studios is a tour of the Lucas Ranch in Marin County. Another option has been presented by beauty supplier Jose Ferrer. Ferrer is willing to send some of his employees, provided the mentor group is able to find a beauty salon, to give the girls make-up lessons and demonstrate how the products are used on the girls themselves. Citing a DSS program which did the same things with young women in the social services system, Ms. Lee cited the benefits to the bonding process which the mentor group seeks. Ms. Lee said that such gender specific "girl activities" are lacking in the justice system. Also citing her own ten years of experience at YGC, Ms. Lee stated that there are no programs for girls. She stated that she would like to see the development of something akin to the Omega Boys Club.

Ms. Lee stated that more girls are being referred into the system as a result of their involvement with crack cocaine. When they enter the system, she said, there are fewer options than for young men. There is probation but no Log Cabin Ranch program or one like it. Additional sustained petitions against a female offender increases the likelihood that she will be committed to the youth authority. Upon the female offender's return to the community the situation is reproduced. There are fewer programs and options for her than are available for young men.

Ms. Lee urged the commission to fully endorse and support the findings and recommendations of the CITS report. She stated that girls become what she termed "user friendly" with Youth Guidance Center. What that means, she explained, is that because girls are often sent back to their communities without the counseling or programs which are specific to girls, they end up returning to YGC and wanting to return, because it is the only place in which they can gain some of the attention which they are seeking. She stated that such girls go through the juvenile system and become the DSS moms, and then they become the women incarcerated down town. She apprised the commission that those mothers will likely have children who will follow them through the system in a destructive cycle which must be broken.

Ms. Lee announced that the CITS coalition will have a press conference on April 27 which they are hoping the JJC will attend and give support for their call for more gender specific programming. In the fall, she announced there will be a follow-up conference. The fall conference will be devoted specifically to girls on the edge. In the interim, the coalition will be working on statistical justification for it's findings. She requested that the commission pass a resolution supporting the CITS findings.

Ms. Lee responded to questions and comments from the commission. She was asked if the coalition was going to make its presentation to the Volunteer Auxiliary. To a question on how many female offenders are in the juvenile system, Ms. Judy Hogan of the probation department responded female offenders represent 17% of the referrals for law violations, 14% of the youths detained, 16% of those placed on probation and 22% of those committed to out of home placement.

Additionally, Ms. Lee responded to questioning on the apparent lack of a lesbian or sexual minority agency as a conference participant, on the lack of sensitivity on the part of the justice system to women's concerns, on the issue of pre-system involvement-support for female offenders, and on assessing what is available for female offenders in the City and County of San Francisco.

It was moved, seconded and carried:

> That the Juvenile Justice Commission endorses and supports the recommendations and findings of the Come Into the Sun Coalition report issued in March, 1992.

CHAIRMAN'S REPORT: C. Don Clay

Ombudsman Funding. Chairman Clay instructed Director Fuller to give the report on the ombudsman funding campaign. Mr. Fuller reported that the finance committee of the Board of Supervisors had favorably received his and Commissioner Creel's entreaties to approve the position. He stated that the obstacle was finding a match for the Superior Court's half of the position's salary. The matter was tabled to the call of the chair at the commission's request. Mr. Fuller reported that Supervisor Hallinan had offered his support in the commission's efforts to raise the money from private or public sources. Mr. Fuller also reported that the amount which the commission was seeking was $18,000 to match the sum being offered by the Superior Court for fiscal year 92-93.

Executive Committee Meeting. Chairman Clay announced that the commission would have its executive committee meeting on April 16. He stated that there were a number of important items which he wished to cover during that meeting, included among them: a report on the progress of the Juvenile Hall Inquiry, review of the 1991 annual facilities reports, a discussion of the bylaws and standing rules, and also Commissioner Cohn's request that the pending personnel matter be calendared on the agenda.

Executive Session. Chairman Clay announced that after the regular meeting he would be convening a short executive session.

JPC Sign-Up. Chairman Clay asked the commissioners to sign up for coverage of the JPC meetings on a list of dates which were circulated by Mr. Fuller.

COMMITTEE REPORTS

Bylaws Committee. Chairman Clay tabled the discussion of the Bylaws and Standing Rules revisions to the April 16 executive committee meeting. She stated this was necessary because the Superior Court had promulgated a one hundred page set of personnel rules which were in conflict with provisions in the bylaws presently or with revisions recommended for inclusion in the bylaws.

Court/Wardship Committee:

Placement Inquiry Report. Committee Chairman Don Chan began by making introductory remarks on the placement inquiry report entitled, *A First Report on Out of Home Placement.* He observed that the report does not contain recommendations. He stated that the absence of recommendations resulted from the inquiry process taking so long that the subject of the inquiry had significant changes made to it while the committee was conducting the inquiry. He emphasized that the committee's intention was to address the outstanding concerns outlined in the report's final section in ensuing reports. Mr. Chan asked for an exception to the commission's bylaw governing the preview period for all reports to be brought before the commission for public release. There was discussion on the matter, and on the issue that some commissioners had content suggestions which they wanted considered for inclusion in the report. Chairman Clay asked that the committee include the introductory comments made by Commissioner Chan in the body of the report. The report was not released; it was tabled to the agenda of the April 16 executive committee meeting.

Committee Plans. Committee Chairman Chan announced that the committee was planning to make actual inspections of out of home placement sites and to "look into the community based programming being offered." Commissioner Chan also stated that the committee would give its attentions to the process by which out of home placement sites are selected. He cited the court's uneasiness with the process and stated that the process would be under review. Mr. Chan stated that all commissioners were welcomed and invited to participate in the inspections and review process.

Judge Mitchell commented that he does not understand what out of home placement is accomplishing. He suggested that perhaps a better solution would be to keep more of the youths locally with care resources such as those suggested by the CPO, or through utilizing Log Cabin Ranch. The judge stated that he would like to know what is going to happen to a child after he orders out of home placement. He stated he would like to know where the child will be placed. He also stated that he would like to have some say in the process of site selection.

Facilities Committee:

Log Cabin Ranch Inspection Report. Committee Chairperson Ruth Cowan requested that the 1991 annual LCR inspection report draft be calendared for the April 16 executive committee meeting.

The Reporting of Serious Incidents. Commissioner Cowan suggested that the department develop a procedure for notifying the commission of serious incidents in its manual of policies and procedures for juvenile hall. She reminded the department that the commission has formally requested that the department report all serious incidents in writing within twenty-four hours of their occurrence and that a full written report be provided to the commission within five days of the incident. She cited the commission's mandate to inquire into such matters.

Mrs. Cowan also observed that recently security fences had been cut outside of the B-5 Unit, and the hall very narrowly averted a possible mass escape. She stated that the commission was not notified of this very serious security breach. Commissioner Cohn raised the issue of whether the department had a classification of incidents which would cause the department to focus on the requirement to make a speedy report to the commission. CPO Jordan affirmed that the department had a classification of incidents to which to refer.

Inspection Suggestion. Commissioner Cowan reiterated her recommendation that all commissioners be involved in the commission's requirement to inspect the facilities of the city in which youth's are held. Chairman Clay affirmed that all commissioners have the duty and responsibility to inspect the facilities. Commissioner Chan requested that an inspection instrument be developed for those commissioners who have not done as much inspecting. CPO Jordan requested a protocol for inspecting the facilities.

Laundry Inspection. Commissioner Kelleher reported that he had inspected the laundry set up, and requested that the staff assigned to supervise the laundry be made available for a meeting with him.

JUDGE'S CORNER: The Honorable Donald S. Mitchell

The Judge's corner was actually heard prior to the committee reports.

Youth Guidance Center Improvement Committee (YGCIC). Judge Mitchell answered questions on the uses to which the YGCIC funds are put. The judge also outlined the process through which requests are made for the funds.

JJC Reports and Inquiry Process. Judge Mitchell gave his views on the pending placement inquiry report. He stated that it was his view that any report which is published by the commission, should be planned, executed and approved by the whole commission. He stated that he had not been given sufficient prior release time on the placement inquiry report, and that it put him in the position of being unable to comment or make his observations public should he be asked for his opinion on it. The judge stated that he was very interested in the placement process. He stated that he signs so many warrants for children who run from out of home placements that he does not understand the utility of the placements.

Hate Crimes Pilot Program. Judge Mitchell expressed his support for the suggestion that a hate crimes pilot program should be developed in the juvenile probation department. The program would provide special therapy and services to children who are charged with, or are victims of such crimes. The judge observed that there were no services available for addressing the issues of discrimination and bias. He discussed the need for such services arising out of the many ethnic groups and varied lifestyles which are in existence in San Francisco.

Discussion of General Services for Youth in San Francisco. Chairman Clay and Judge Mitchell discussed the issue of the lack of positive gathering places and recreational outlets for youth in the city. The judge told the commission about a youth who he committed to out of home placement. The youth had run during the transfer of custody. Approximately six months later while driving in the southern area of the city, the judge saw the youth standing on a corner. He stated that from the youth's physical appearance, it was his opinion that the child "likely would be dead by Christmas."

CHIEF PROBATION OFFICER'S (CPO) REPORT: Fred E. Jordan, Jr.

Rite of Passage. CPO Jordan apprised the commission that the matter of reporting on the incident at ROP would have to be handled by himself. He explained that the city attorney had advised him to not have any other department staff exposed to the possibility of a legal suit. CPO Jordan stated that the youth in question had been removed from life support equipment and was breathing on his own. He also reported that the counselors at ROP had been charged, two with felony criminal neglect and one with misdemeanor criminal neglect. CPO asked the commission to be patient until after he had made his formal recommendations to the JPC. He reported on the general status of the youths remaining at other levels of the ROP program. He stated that no new SF youths would be referred until after the remaining youths had all graduated from the program.

Child Abuse Allegations. To the question of what was the status of child abuse allegations in juvenile hall, Mr. Jordan responded that there had been seven incidents of alleged child abuse in juvenile hall since November, 1991. He informed the commission that with respect to the two alleged incidents in November, the evidence from the investigation of one was deemed inconclusive and a counselor was suspended for thirty days on the basis of evidence collected in the other incident. Mr. Jordan reminded the commission that the District Attorney had filed no criminal charges of child abuse against the counselors. He stated that in the remaining cases an on-going investigation was in progress. Mr. Jordan stated that he was in favor of an outside independent investigation, because he expected the police report to recommend that no charges are filed, and he stated "that's not good enough."

Mr. Jordan also apprised the commission that the department had taken approximately twelve steps to correct the situation in juvenile hall. He stated that they had started an investigation. Mr. Jordan stated that he and Director Mead had called a special meeting of the counselors on the B-5 unit. He stated that Director Mead had convened three assemblies in which he brought in the persons from the other units to explain the administration's position on the use of force. He stated that the department had outreach conferences with advocacy groups from all over the city. He stated the department had solicited the services of the Crisis Prevention Institute of Minnesota. The institute would train eight of the staff in crisis prevention and diffusion. Mr. Jordan stated that the department had finalized an agreement with Joseph Rowen to come in and train in the area of professionalization of child care workers. He stated that the department had met with a group of city officials (City Attorney's Office, Department of Public Health, Public Defender's Office, etc.) for the purpose of talking about improving the situation. Mr. Jordan stated that the department had consulted with the entire medical staff for suggestions on improving the situation. He stated that Director Mead had issued a memorandum to his staff on child abuse reporting.

Mr. Jordan also addressed the issue of staff resentment at being made the focus of the allegations. He stated that the department would continue to run juvenile hall even if the resentment took the form of a sick-out strategy. He stated that he had contracted a special investigator to review medical absences and requested that special workers compensation investigators review the disability claims being filed in juvenile hall. Mr. Jordan characterized the situation as a fight between the department and the staff of juvenile hall, from which he and his administration would not back off.

Discussion. Mr. Jordan responded to questions and comments from the commission on the department's failure to notify the commission of all the child abuse allegations to which he had made reference in his comments, on the spate of child abuse allegations (nearly a dozen) which his department had received, and on the need for training on abuse reporting. He also commented on the changing of the grievance box locks in juvenile hall so that only the director and assistant director could retrieve the papers in them, and on the conducting of grievance sessions with bilingual staff. Chairman Clay related the grievance and other issues to the absence of an ombudsman in juvenile hall.

Bulletin Board. CPO Jordan and Mr. Fuller apprised the commission that a bulletin board was being purchased by the commission and would be installed by the department to announce commission meetings and other commission business. The board will be located in the reception area of the probation administration building.

Continuum of Care Report. Mr. Jordan also reported on the latest developments in his continuum of care plan–including bidding actions, grant searches and the department's application for a Law Enforcement Assistance grant.

OLD BUSINESS No Old Business.

Transfer of Knowledge Seminar. Chairman Clay asked the commissioners to phone in their date preferences for the transfer of knowledge seminar proposed by Woodside Learning Center Principal, Gloria Burchard.

Revels Cayton Celebration. Mr. Fuller apprised the commission of the cost of a reception to hang the portrait of former JJC Commissioner, Revels Cayton. The commission discussed the matter, and gave Mr. Fuller instructions to proceed to the next phase of planning.

NEW BUSINESS No New Business

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

That the meeting be adjourned into executive session at 5:55 PM.

Ruth Cowan (mhf)

Ruth Cowan, Secretary

Micheal H Fuller,

Prepared by:
Micheal H. Fuller, Director

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MEETING ANNOUNCEMENT

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REGULAR MONTHLY MEETING

JUNE 4, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

RELEASE OF REPORTS: "A FIRST REPORT ON OUT OF HOME PLACEMENT"
&
THE 1991 LOG CABIN RANCH INSPECTION REPORT

Minutes of the May 7, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: The commission encourages interested applicants to submit their applications for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay convened the meeting as a committee of the whole at 4:11 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Ruth Cowan, Steve Cohn, Randy Schell

COMMISSIONERS EXCUSED Pamela Berman, Don Chan, Sylvia Courtney, Georgia Bates Creel, Frank P. Kelleher, Jay Rorty, Junious Williams, Clifford E. Zall

COMMISSIONERS ABSENT Javelle Daigle, Arla Escontrias, Orlando Lee

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donald S. Mitchell, Fred E. Jordan, Jr., Don Mead, Cheyenne Bell, Judy Hogan,

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

The minutes of the April 2, 1992 regular meeting were not approved.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: MICHAEL BAXTER, DIRECTOR OF PREVENTION, EDUCATION AND COUNSELING, SPECIAL PROGRAMS FOR YOUTH (SPY)—"SEXUAL MINORITY YOUTHS AT YOUTH GUIDANCE CENTER."

Chairman Clay introduced the speaker, Mr. Michael Baxter. Commissioner Schell gave a brief explanation that the request to have Mr. Baxter speak to the commission arose from Commissioner Schell's expressed desire to address hate crimes against sexual minority youth with a programmatic intervention at Youth Guidance Center. Noting the commission's failure to establish a quorum, Commissioner Schell asked the chairman if it would be more practical to re-schedule the talk to a later meeting. Chairman Clay decided to have the presentation as planned, reasoning that the talk would be recorded in the minutes, and that Mr. Baxter could be invited to present his talk to the commission again at a later date.

Mr. Baxter began by introducing himself, stating that he had worked at YGC for eight years and is an "openly gay man." He stated that when he came to YGC he was probably the only gay man who was "out." He stated that it is still in a gay person's best interest to not be out if you're on the counseling or probation staffs.

Mr. Baxter reported that one of the first processes which a youth goes through who comes to YGC is that of the assessment clinic. During the process the youth is presented with an assessment packet of materials on health and sex information. Additionally, the packet contains information alerting the youth to the presence of "safe people" to talk to at YGC if they are gay and/or lesbian. The referral process to such people is both private and simple. It involves letting the nurse practitioner know that the youth wishes to talk with a health educator. The packet also contains a reference to LYRIC, an organization to which SPY refers sexual minority youth.

Mr. Baxter described the SPY group as culturally diverse. He stated that there have not been large numbers of youth who have come into the juvenile hall and self-identified themselves as gay or lesbian. He stated that if anything the opposite is the tendency. Youths come into the facility, and very quickly learn that it is not in their best interest to self-identify as gay. He stated that he had experienced homophobia over the years from both staff and residents at Log Cabin Ranch as well as at YGC.

Baxter stated that youths who self-identified when he first began working at YGC immediately wound up in B-5, the maximum security unit. He reported that at the time the philosophy espoused for such treatment of gay youth was that the maximum security unit was the most safe place for gay youth. There, they could be locked into their rooms, which are furnished with toilets, and never had to come out and be with other youth. He stated that to him, that philosophy was a joke. He pointed to the irony, that though gay youths tend to be detained for the less serious offenses, they were ending up in the highest security placement. Baxter apprised the commission that presently his group promotes placement in the RU. However, B-5 is still the place where gay kids end up.

Mr. Baxter stated that HIV is being found primarily in adolescent gay males among those who are detained in juvenile hall. He stated that the youth are offered confidential testing on site, counseling (with parents as well), advocacy representation, groups on homophobia and sexuality education. He spoke about chill out groups, particularly in the struggle to address homophobia. Though Mr. Baxter indicated that the housing issue for gay youth in juvenile hall is improving, he emphasized that B-5 is still the common site for placement of gay youth, and reiterated that mainstreaming in the RU is encouraged by his group. Mr. Baxter also talked about role modeling being openly gay for gay youth troubled with their sexual identity, as well as for heterosexual youth struggling with homophobic feelings.

Mr. Baxter took questions from Commissioner Cowan on the subject of are gay issues being considered within the out-of-home placement process. He observed that placement of gay youth occurs in the same manner as heterosexual youth, and noted that there is no group home which advocates that it will accept gay youth. He responded to comments from Commissioner Schell about the lack of safety for openly gay people on staff at YGC, and on the lack of a private placement which specializes in gay youth. Commissioner Schell also spoke on the need for a program to combat hate crimes among San Francisco youth.

Commissioner Schell expressed the desire to make a motion that the subject of a hate crime program be examined in detail for possible future establishment at YGC. However, lacking a quorum, the motion was postponed until a later meeting's discussion. Mr. Baxter responding to the question of whether such a program is plausible, responded that not only was it plausible, but it was highly desirable.

Commissioner Cohn spoke on the possibility of developing a placement for gay youth and on the issue of how the department conducts its business around the issues of gay youth. Commissioner Cowan asked if there was an observable correlation between the gay issues at YGC and suicide attempts in the juvenile hall. Mr. Baxter, while noting that research tends to portray higher suicide rates for gay youth, stated that he did not see such a correlation at YGC because he did not see large enough numbers of gay youth at YGC. However, he stated that among those who he has talked to who were identified as gay, there was a high percentage of youths who had talked about suicide or made at least an insignificant gesture of suicide. He stated that he had never known such a youth to make an actual suicide attempt while at YGC.

Chairman Clay thanked Mr. Baxter, and apologized for the lack of a quorum. He extended an invitation to Mr. Baxter to return to a later meeting and talk with the commission again when there will be a larger number of commissioners present. Mr. Baxter accepted the invitation.

SPECIAL UNANNOUNCED AGENDA ITEM: ULYSSES S. MADISON, Field Representative for the United Public Employees Local 790 on "Recent Child Abuse Allegations in Juvenile Hall."

Mr. Madison stated that his subject was the overall picture which has been painted of the juvenile hall counselors and the issue of reporting suspected child abuse as it relates to the staff at YGC. Mr. Madison stated that for approximately fourteen months counselors in juvenile hall had been the subject of charges of child abuse. He stated that to the present date, the charges were unfounded after investigation by the police department and other agencies. He asked why the charges of child abuse were filed particularly given California statutes which address the use of force in custodial situations.

He stated that he was very concerned that many of the investigations have taken six to eight months to conclude. He stated that his inquiries on the length of such investigations conducted by other agencies in San Francisco, indicate that the inquiries should be executed in thirty days, two months for the most complex cases. Mr. Madison also spoke to the issue of confidentiality of staff names, asking why certain staff are always singled out in such incidents when there are numerous staff present and participating in the actions being taken.

Mr. Madison stated that he has never known a "code of silence" to be operant at YGC. He stated that such claims give rise to a negative image of the staff. Mr. Madison requested access to the information used to justify the charges. He requested that the YGC management give its support to the staff. Mr. Madison stated that there is an assessment issue which needs clarification during the process of filing child abuse charges. He suggested that the term excessive force is a more appropriate standard than that of child abuse. He questioned the origins of some of the injuries being used to justify the charges.

Mr. Madison asked for an inquiry into why the investigations are taking so long to conduct. He requested that the policy documentation which guides the psychiatric staff's decisions to file be shown to him. Mr. Madison attributed the filing of the abuse reports to an environment of fear created by the pending Youth Law Center lawsuit. He stated there appeared to be an impression at work that there needs to be a house cleaning of staff. He also spoke about a conflict of interest involved in the abuse reporting with respect to certain employees' ties to various community groups.

Commissioner Cohn asked what constitutes excessive force as versus child abuse. Chairman Clay stated that an official definition has been requested from the district attorney's office, and commented briefly on the subject of child abuse reporting. Mr. Madison talked about how to mitigate the matter of excessive abuse reporting. Commissioner Schell apprised Mr. Madison about the group called VOCAL which addresses abuse reporting from the defendant's perspective. Commissioner Cowan asked what recourse a staff person has to clear his name. Mr. Madison responded that the filing of grievances and lawsuits were all the employee could do; but that such was very difficult given the present climate of uncooperativeness with respect to access to documentation and investigative findings.

JUDGE'S CORNER

Judge Mitchell announced that he had been reassigned to the Civil Court. He stated that the judges of the Juvenile Court would now be Judge Hitchens (supervising judge) and Judge Bouliane (assistant supervising judge).

Judge Mitchell stated that he had received the reports which were to be released at the meeting, and found them to be interesting. He noted that the probation department must get started on a hate crime program.

Judge Mitchell stated that it had been a pleasure to work in the Juvenile Court. He stated that he hoped the YGC community gets a new work environment. He stated that he would be back, and that in the interim he will continue to work on educational issues. In that regard, he stated that the Department of Education spends $25,000,000 yearly to promote integration, and only accomplishes an average grade of D+. He stated it isn't because the kids he's seeing are dumb. He stated that in his opinion they were very bright. They are just learning inappropriate skills in the community. Finally, the judge reiterated that he would be returning to the Juvenile Court.

CHIEF PROBATION OFFICER'S REPORT.

Chief Probation Officer Fred Jordan and Director of Juvenile Hall, Don Mead, introduced Mr. Joseph Rowan, a consultant hired to train staff in conflict resolution and prevention.

ADJOURNMENT TO EXECUTIVE SESSION

Due to the failure to make quorum, the commission was unable to ratify business matters. Thus, no other reports were made. It was moved, seconded and carried:

> That the meeting be adjourned into executive session at 4:55 PM.

Ruth Cowan (mhf)
Ruth Cowan, Secretary

Micheal H Fuller
Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

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JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

JUNE 4, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

RELEASE OF REPORTS: "A FIRST REPORT ON OUT OF HOME PLACEMENT"
&
THE 1991 LOG CABIN RANCH INSPECTION REPORT

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

JULY 2, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

PRESENTATION: SPECIAL PROGRAMS FOR YOUTH--SEXUAL MINORITY YOUTHS AT YOUTH GUIDANCE CENTER

Minutes of the JUNE 4, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: The commission encourages interested applicants to submit their applications for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donald S. Mitchell, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay convened the meeting as a committee of the whole at 4:08 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Don Chan, Pamela Berman, Steve Cohn, Georgia Bates Creel, Frank P. Kelleher, Orlando Lee, Jay Rorty, Junious Williams

COMMISSIONERS EXCUSED Ruth Cowan, Sylvia Courtney, Randy Schell, Clifford E. Zall

COMMISSIONERS ABSENT Javelle Daigle, Arla Escontrias

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donna J. Hitchens, The Honorable Anne Bouliane, Nelba Chavez, Cheyenne Bell

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

That the minutes of the April 2, 1992 regular meeting be approved as mailed.

That the minutes of the May 7, 1992 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

JUDGE'S CORNER

Chairman Clay acknowledged the presence of Juvenile Court Supervising Judge Donna J. Hitchens and Assistant Supervising Judge Anne Bouliane.

Judge Hitchens introduced Judge Bouliane to the commission. Judge Bouliane will take over in Department 30 and primarily sit over delinquency matters.

Judge Hitchens also announced that just prior to the meeting it came to her attention that the Juvenile Court would have a new commissioner for department 29C—Shelley W. Drake. Commissioner Drake will begin sitting on the bench at YGC on July 5, and will act as a backup bench officer for dependency and delinquency.

Judge Hitchens closed by stating that she and her colleagues looked forward to getting to know the commission and working with it.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Chairman Clay announced that the executive committee meeting will take place on June 18.

Ombudsman Director Fuller reported on the recent ombudsman maneuverings. He reported that the proposed position, formally sought beneath the Superior Court budget with half of the salary and benefits work-ordered in from one of the other general fund departments, had been moved into the budget of the Public Defender. He stated that it had been re-titled to Criminal Justice Specialist under that budget. Mr. Fuller commented on the motivations for the change in the fiscal home of the position, and stated that Commissioner Cowan was spearheading a drive to ward off a potential cutting of the position from the City's general fund budget. He stated that Commissioner Cowan had spoken with seven of the Board Supervisors about the position, and that he and Mrs. Cowan had met with Speaker of the California Assembly, Willie L. Brown, Jr. at Mr. Brown's office in San Francisco. He apprised the commission that Mr. Brown had consented to give his support to the position, and write to the Board of Supervisors asking that they support its funding.

Potluck Arrangements. Chairman Clay announced that Commissioner Cowan was offering her home as a site for a potluck dinner and get-together between the commission and the judges. He instructed Mr. Fuller to survey the participants for an agreeable date to have the event.

COMMITTEE REPORTS

Court/Wardship Committee.

May Meeting. Chairman Chan reported that the committee did not meet in May.

Release of "A FIRST REPORT ON OUT OF HOME PLACEMENT". It was moved, seconded and carried:

> That the commission:
> (1) adopt the contents of the report as prepared; and
> (2) incorporate by reference the contents as though fully set forth into the record of this meeting; and
> (3) that the report be submitted to the Supervising Judge of the Juvenile Court and the California Youth Authority; and
> (4) that the report be made available to the public; and
> (5) that the report be transmitted to the Juvenile Probation Commission of the City and County of San Francisco and the Chief Juvenile Probation Officer of the City and County of San Francisco.

Follow-up to the Report. Committee Chairman Chan announced that the C/W committee will be conducting follow-up site inspections to some of the department's placement sites. He stated that the committee is preparing to design a site visitation instrument, and scheduling an itinerary of site visits.

Facilities Committee.

Release of the THE 1991 LOG CABIN RANCH INSPECTION REPORT. Commissioner Creel reported in Committee Chairperson Cowan's stead. It was moved, seconded and carried:

> That the commission:
> (1) adopt the contents of the report as prepared; and
> (2) incorporate by reference the contents as though fully set forth into the record of this meeting; and
> (3) that the report be submitted to the Supervising Judge of the Juvenile Court and the California Youth Authority; and
> (4) that the report be made available to the public; and
> (5) that the report be transmitted to the Juvenile Probation Commission of the City and County of San Francisco and the Chief Juvenile Probation Officer of the City and County of San Francisco.

1991 Juvenile Hall Inspection Report. Commissioner Creel informed the commission that the delayed inspection report was nearing completion.

Juvenile Hall Education Seminar. Commissioner Creel suggested that the commission sponsor an educational seminar to enlighten the public on the functions of juvenile hall, especially in light of the most recent campaign to get a new juvenile hall bond on the November ballot.

Incident Information Report. Chairman Clay reported that the city attorney had supplied some of the incident information requested by the commission. Mr. Clay stated that the information had been sent directly to his law offices and that he had just been handed another packet of materials, all of which he would review and forward to the commission for a decision on the extent of its distribution throughout the commission, and on the conditions of confidentiality attending the materials' distribution.

CHIEF PROBATION OFFICER'S REPORT

Community-Based Contracts Report. Director of Probation Services Nelba Chavez appeared in CPO Jordan's stead. She introduced Director of Community Services Cheyenne Bell who gave the report on the community-based contracts.

Ms. Bell announced that the department had sat down with all of the community-based service providers under contract earlier in the year. She stated that the department had announced that it was seeking a revised scope of services, and that monitoring instruments would be used by the department to evaluate the services provided. The monitoring instruments were sent out to the providers so that they could familiarize themselves with the evaluative criteria and give feedback on the instrument's appropriateness for their services. Notification that site visits would occur was also given.

Ms. Bell apprised the commission that site visits are now in progress. She stated that a report was forthcoming on the findings and assessments made. She stated that all of the previous contracts in force in fiscal year '91-92 were renewed except for one—Asian Youth Services—which lost its insurance and was unwilling or unable to meet that contractual requirement. She stated that in the next contract year there will be no automatic renewal as the evaluative process will then be incorporated in the selection process.

Ms. Bell responded to questions on the site visits and who are the contract service providers in the Western Addition (answer: Morrisania West and UMOJA). To the question why was there no response to the department's requests for proposals from the Hispanic community, Ms. Bell answered that the amount of the contract awards was probably too small to warrant the effort, and that many of the service providers in that community expressed a reluctance to report violators. Ms. Bell also responded to critical questions on the evaluation process of the site visits, on whether probation youths were the only recipients of the contracted services, and on the amount of outreach to the Asian community which the department conducted in its request for proposals phase.. She also attempted to assuage the commission's concern on the limited statistical information on the outcomes for the Home Based Intensive Supervision Program and other departmentally contracted services.

Ms. Chavez spoke in defense of the department, pointing out that the evaluative instruments being put into force were the first in the history of the department. She apprised the commission of the difficulty of getting sound evaluative information from within the department, let alone from service providers outside of it, and candidly stated her professional support of the need for sound evaluation techniques.

Continuum of Care Proposal Update. Ms. Bell apprised the commission of the latest developments in the continuum of care program development. Among the subjects on which she spoke were the pursuit of substance abuse monies, the strategy to ask program service providers to apply directly to the Prop. J. fund because the department can't, and specialized treatment programs for girls. The commission and Ms. Bell discussed the issue of concentrating the continuum of care services in one community for demonstration purposes instead of scattering them around the city's various neighborhoods.

NEW BUSINESS

Drowning Incident. Chairman Clay apprised the commission that he had received the documentation covering the recent drowning incident, and that there would need to be an executive session to discuss the legal ramifications of the commission having the information. He instructed Director Fuller to began preparations for scheduling an executive session with the CPO.

OLD BUSINESS

Transfer of Knowledge Seminar. Chairman Clay instructed Mr. Fuller to pursue re-scheduling the transfer of knowledge seminar which the commission postponed with Woodside Learning Center.

ADJOURNMENT

It was moved, seconded and carried:

> That the meeting be adjourned at 5:10 PM.

Ruth Cowan (mhf)

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

AUGUST 6, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

RELEASE OF THE 1991 JUVENILE HALL SUMMARY INSPECTION REPORT

PRESENTATION: "MENTAL HEALTH SERVICES AT YGC"
THABITI MTAMBUZI, MPH
DIRECTOR, MENTAL HEALTH SERVICES

Minutes of the JULY 2, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: The commission encourages interested applicants to submit their applications for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donna J. Hitchens, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay convened the meeting as a committee of the whole at 4:10 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Don Chan, Pamela Berman, Ruth Cowan, Georgia Bates Creel, Jay Rorty, Randy Schell, Junious Williams

COMMISSIONERS EXCUSED Steve Cohn, Sylvia Courtney, Javelle Daigle, Arla Escontrias, Frank P. Kelleher, Orlando Lee, Clifford E. Zall

COMMISSIONERS ABSENT NONE

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

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The Honorable Anne Bouliane, Nelba Chavez, Fred E. Jordan, Jr., Nehemiah "Don" Mead

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the June 4, 1992 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

JUDGE'S CORNER THE HONORABLE ANNE BOULIANE

Chairman Clay welcomed the Honorable Anne Bouliane. Judge Bouliane stated that she was honored and pleased to be present. She answered questions on the eminent arrival of Commissioner Drake. The commissioner will start serving on the bench during the week of July 6, 1992 and was training at YGC during the week of May 25. In order to make the announced start-up date, Commissioner Drake postponed half of her pre-paid vacation. Additionally, Judge Bouliane indicated that both she and Judge Hitchens were planning to attend the commission potluck. Mr. Fuller was instructed by Chairman Clay to confirm the final arrangements.

SPECIAL REPORT: MICHAEL BAXTER, DIRECTOR OF PREVENTION, EDUCATION AND COUNSELING, SPECIAL PROGRAMS FOR YOUTH (SPY)---"SEXUAL MINORITY YOUTHS AT YOUTH GUIDANCE CENTER."

Mr. Baxter began his report by informing the commission that he had not prepared a formal report. Rather, he was present to field questions on the topic. Mr. Baxter stated that he hoped that all the commissioners had reviewed the minutes from his earlier report to the commission (see May 7 minutes). He stated that his desire was for this appearance to be more of a discussion than a formal report. The following notes are a summary transcript of the question and answer session which took place.

Chairman Clay began the questioning by inquiring if there had been any procedural changes in the handling of sexual minority youth. Mr. Baxter replied that things may have changed; but the procedures hadn't. Commissioner Scheli questioned Mr. Baxter on the possibility of the development of a training program oriented at the broad spectrum of hate crimes. Mr. Baxter stated that he would be cautious about trying to address too many issues of the hate crime genre into a single program. He stated that many of the issues surrounding the various hate crimes (i.e., homophobia versus racism versus religious persecution, etc.) require a specialized approach. Mr. Baxter offered that perhaps the best strategy to pursue for establishing a program would be to model it after a pre-existing program such as that which is offered by SPY and is addressed at children accused of molestation or sexual abuse against another youth. In that programmatic format, education is a critical tool to assist the child in "un-learning" the attitudes which gave rise to the behavior. The education period which is employed early in the program is then followed by a lengthy period of counseling. Mr. Baxter informed the commission that he would be happy to assist in developing such a program. Commissioner Junious Williams observed that the issues being discussed appeared to fall into two different categories: therapeutic issues (for youths actually charged with hate crimes) and institutional issues (to sensitize all of the youths being held to multi-cultural matters).

Chairman Clay inquired as to whether Mr. Baxter's program was fully funded for fiscal year 1992-93. Mr. Baxter replied that he was not certain of the state of next year's funding. Commissioner Rorty asked what is the intake process for sexual minority youth; what are the housing consequences of being identified as gay; and what happens to the youths if conflict occurs? Mr. Baxter replied that the intake process for sexual minority youth was the same as for other youths. With respect to his program, intake and identification are normally a result of the youth self-identifying or finding himself/herself in need of more support while detained and addressing the issue confidentially to a health care provider. Mr. Baxter stated that if conflict occurs, the program attempts to get greater support to the youth, (i.e., counseling to the youth and his opponents, and non-punitive housing if necessary—that is, not on B-5). He also outlined a host of counseling, health and support procedures which are available to meet the needs of the identified gay youth. However, he conceded that the program probably misses a large percentage of the gay youths going through the facility because it is not conducive to a youth's best interests to identify as gay in juvenile hall.

Chairman Clay inquired how often was the program called on to provide service to detained youths? Mr. Baxter answered not frequently. He stated that the YGC population reflects the general population at large in that gays represent an estimated 10% of the detained and at large total. Commissioner Creel asked how much HIV was being encountered, and how was it being dealt with? Mr. Baxter replied that confidential testing was identifying small numbers of youth, and he outlined the various testing formats in existence. He stated that the testing tended to point to young gay men being most at risk. Commissioner Creel asked what is done in the case of a positive finding. Mr. Baxter stated that the disposition ordered for the youth largely determines how well the program can attend to the youth's needs. If he/she is ordered out-of-county in a private placement, the program has little or no ability to continue to address the youth's needs. If the youth is ordered to a placement here in the City and County of San Francisco, or back to his/her home, there is a greater opportunity to continue offering services to the youth. Mr. Baxter also outlined his approach to the issue of a positive test finding. Commissioner Cowan asked whether the treatment was optional. Mr. Baxter stated that due to the legal conditions in force, treatment was optional, though there are legal requirements to report the information that a youth is HIV positive if the information is developed through circumstances other than confidential testing. Mr. Baxter and the commission also discussed the constraints of the laws in force and other related issues.

Commissioner Berman asked what services are available to children in group homes and at Log Cabin Ranch. Mr. Baxter replied that the ranch had a mini-team which gave a limited but basic offering of the same services available at juvenile hall. Within San Francisco, Mr. Baxter stated that his program does work with certain group homes, and shelters. He stated that this connection is critical because with respect to the effectiveness of the program, he has learned that repetition of the information is most successful in getting youths to address their needs. Commissioner Berman asked what services are available outside the city's limits? Mr. Baxter replied that there was nothing really for youths placed outside the city, particularly in rural areas. Mr. Baxter stated that often he talks with the youth to have the youth get the probation officer to place him/her in a setting where the sexuality issues are programmatically addressed. He stated that in such cases, if the youth approves, he and his staff will work with the probation officer towards that goal.

Commissioner Schell requested that the issues raised in the discussion with Mr. Baxter be calendared at the next executive committee meeting.

CHAIRMAN'S REPORT: C. Don Clay

Introduction of Michael Richardson, County Clerk's Office. Chairman Clay turned the floor over to Director Fuller and he introduced Mr. Michael Richardson, Division Chief-Youth Guidance Center. Mr. Richardson replaced Linda Gorham who is on maternity leave. Mr. Richardson announced that he would be attending the JJC meetings regularly. He also stated that he was pleased that working at YGC afforded him the opportunity to come into contact with the human side of working in the county clerk's office.

Resignation of Commissioner Zall. Chairman Clay announced that he had spoken with Commissioner Zall on the day prior to the meeting. Mr. Zall informed the Chairman that it was his intention to resign from the commission and relocate to the Sacramento area to pursue his political aspirations. Chairman Clay asked the commission and audience to refer interested applicants to the Supervising Judge Donna J. Hitchens.

Impending Youth Commissioner Opening. Chairman Clay asked the commission and audience to began searching for a group of youth candidates to refer to Judge Hitchens for the youth commissioner seat which will soon be vacated.

Executive Committee Meeting. Chairman Clay announced that the executive committee meeting will have to be re-scheduled to July 23, as a result of the inability of CPO Jordan to attend the originally scheduled convening on July 16. Chairman Clay also stated that he would like to have the subject of commission attendance calendared on the agenda.

Ombudsman Director Fuller reported that the ombudsman position had been approved by the San Francisco Board of Supervisors Finance Committee over the objections of Budget Analyst, Harvey Rose. Mr. Fuller commended and thanked Commissioners Berman, Cowan, Creel and Schell for their perseverance and participation in the lobbying effort. Commissioner Berman emphasized the commission's good fortune in getting the request approved, and related the concerns of Supervisors Hallinan and Migden regarding YGC. Chairman Clay thanked and commended all of the participants in the effort.

Potluck Arrangements. Chairman Clay turned the floor over to Commissioner Cowan. Mrs. Cowan informed the commission that the potluck was being converted into a catered affair, which she, Commissioner Berman and Commissioner Creel would arrange. The commissioners agreed to donate a nominal sum from each person attending (judges excepted) to cover the cost of the meal.

Log Cabin Ranch Open House. Chairman Clay acknowledged the LCR open house which occurred on June 24.

1991 Juvenile Probation Department Annual Report. Chairman Clay also acknowledged the department's annual report. He informed the commissioners that a copy was included in their personal correspondence folders.

COMMITTEE REPORTS

Court/Wardship Committee. No Report

Facilities Committee.

1991 Juvenile Hall Inspection Report. Commissioner Cowan apprised the committee members that there was a draft copy of the report in their personal correspondence folders. She stated that the report would be published at the August meeting.

Youth Guidance Center Maintenance Report. Commissioner Cowan apprised the commission that she had requested a meeting with Norman Cole, Building and Grounds Superintendent. She commented that watching over the maintenance of the facility was tremendously important now that the second effort to get a construction bond for a new facility had failed.

Escape Incident. Commissioner Cowan reported on the inquiry which she, Commissioner Creel and Director Fuller made regarding the June 24 escape from the third floor detention courtroom holding cell. She stated that the conditions in the holding cell were quite troubling. She directed the commission's attention to the memo which she and Commissioner Creel authored, and asked that the commission move to send the memo to a list of persons included in the document. CPO Jordan and Director of Probation Services, Nelba Chavez, spoke to the matter and Chairman Clay relayed the gist of his conversation with Judge Bouliane on the subject to the commission.

It was moved, seconded and carried that:

> The contents of the memorandum authored by Commissioners Cowan and Creel be sent to the list of persons designated in the document as recipients. The memorandum also was to be amended to include "all holding cell conditions."

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

Bond Issue. CPO Jordan reported that the request to get the bond for funds to construct a new YGC on the November ballot was not approved.

Department Budget. CPO Jordan reported that the department budget was cut 2.1% without standardization. He stated that the cuts could have been much worse.

NEW BUSINESS No New Business

OLD BUSINESS No Old Business

ADJOURNMENT

It was moved, seconded and carried:

> That the meeting be adjourned at 5:25 PM.

Ruth Cowan
Ruth Cowan, Secretary

Micheal H Fuller
Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

SEPTEMBER 3, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

PRESENTATION: "THE VOCATIONAL PROGRAM AT YGC"
ROBERT PRICE, TRAINING & EMPLOYMENT SUPERVISOR
NORINE YEE, HORTICULTURE INSTRUCTOR

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Minutes of the AUGUST 6, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: Two seats are presently open on the commission. One seat is for an adult commissioner and the other is for a youth commissioner. The commission encourages interested applicants to submit their applications for the present two openings and for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donna J. Hitchens, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay convened the meeting at 4:12 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Don Chan, Pamela Berman, Steve Cohn, Ruth Cowan, Georgia Bates Creel, Arla Escontrias, Jay Rorty, Randy Schell

COMMISSIONERS EXCUSED Sylvia Courtney, Frank P. Kelleher, Orlando Lee, Junious Williams

COMMISSIONERS ABSENT NONE

JUVENILE COURT/ PROBATION DEPARTMENT STAFF/ CITY ATTORNEY

The Honorable Donna J. Hitchens, Nelba Chavez, Fred E. Jordan, Jr., Judy Hogan, Lori Giorgi

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the July 2, 1992 regular meeting be approved as corrected.
>
> **Correction:** Commissioner Cohn stated that he was in attendance at the July 2, 1992 meeting contrary to the attendance report which states that he was excused (p. 1)

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: "MENTAL HEALTH SERVICES AT YGC"; THABITI MTAMBUZI, MPH, DIRECTOR, MENTAL HEALTH SERVICES

Mr. Mtambuzi introduced himself, stating that he works for Special Programs for Youth, a division of the Community Program Services of the San Francisco Department of Public Health. He also stated that he would begin by describing the mental health services available at YGC. Mr. Mtambuzi apprised the commission that the mental health group at YGC provides a full range of services for youths detained in juvenile hall and for some youths who are on probation from the Juvenile Court. Among those services are crisis intervention services, group and individual therapy, group counseling, support counseling, case management services and out patient services.

Mr. Mtambuzi stated that the mental health clinic sees approximately 30-35 youths on a regular out patient therapy model once a week. He also reported that the clinic averages seeing one third of the youths detained in juvenile hall. He stated that the group also offers a mental health screening service for all of the youth detained within seventy-two hours of their detention. During the screening the mental status of the youth, his psychiatric history, and the youth's on-going need for psychiatric services are evaluated.

Mr. Mtambuzi stated that the mental health services has several special programs, including the juvenile sex offender program. In that program, the youths are treated on an out patient basis who have had a sex offense petition sustained, and who have been ordered back into the community. The clinic offers a monolingual Spanish speaking support group as well.

Mr. Mtambuzi next responded to questions from the commission on a variety of issues. To the question regarding whether the clinic's out patient services are offered to youths on home detention, he answered that presently the services are not supplied to youths on detention status. He explained that referrals for the clinic's services could come from virtually anyone (i.e., from the youth's family, friends or the various departments providing the youth with services). Mr. Mtambuzi answered queries on the history of the clinic's budgetary and programmatic evolution, and assessed the present status and support of the mental health clinic within the Department of Public Health.

Mr. Mtambuzi answered questions on the clinic's mental health assessment procedures and the distribution of psychotropics and other medicines. He also answered questions on the clinic's hours (twenty-four availability). Mr. Mtambuzi answered questions on his staffs ethnicity and professional diversity. He also responded to queries regarding how the clinic's staff are brought in on situations involving grievances and disciplinary procedures.

Mr. Mtambuzi next responded to questions on the clinic's ability to meet the support (not therapeutic) needs of monolingual and limited English speaking Hispanics. The support group to which he made reference meets weekly on Tuesdays. Mr. Mtambuzi assured the commission that a youth did not have to exhibit behavioral problems in juvenile hall after his/her initial assessment to get the clinic's attention. He stated that the clinic's procedure is to make regular contact with all the youths detained throughout their stay. Mr. Mtambuzi also apprised the commission that the clinic had little ability to address the needs of trans-gender youths. He stated that programmatically the trans-gender needs were targeted by another of the SPY programs.

Mr. Mtambuzi also spoke to the issue of substance abuse needs, stating that it is his desire to train personnel and expand his group's ability to address a larger portion of the issues associated with detained youths who arrive at YGC with substance abuse problems. He made it clear that at present his group does not treat substance abuse programs. Instead, it refers such youth to the program run by the juvenile probation program. Chief Probation Officer Jordan spoke briefly about the development of a pilot substance abuse program which he stated would be coming into existence within forty-five days.

CHAIRMAN'S REPORT: C. Don Clay
Executive Committee Meeting. Chairman Clay announced that the meeting will take place on **August 20**. Deputy City Attorney Lori Giorgi will be there and the chairman encouraged all commissioners to attend who were interested.

Ombudsman Director Fuller reported that the mayor has extended his hiring freeze, and that the freeze was affecting the Public Defender's budget, which is the fiscal home of the ombudsman position. Mr. Fuller reported that a statement was being prepared to request an exemption from the freeze, and that an announcement was being prepared should the exemption be granted. Finally, Mr. Fuller reported that the original ombudsman Tom Rinaldo has notified the commission that he will not be among the pool of applicants when the new position is announced.

Resignations. Chairman Clay announced that all commissioners have copies of the resignation letters of Javelle Daigle and Clifford Zall in their correspondence folders. He stated that the commission now has two seats open, a youth and an adult position.

Potluck with the Judges. Chairman Clay reported that there was a good turnout for the commission potluck hosting Judges Hitchens and Bouliane. He stated that everyone had a good time.

Juvenile Probation Commission Cooperation Invitation. Chairman Clay reminded the commission that they were invited to attend the August 12 Juvenile Probation Commission meeting to discuss the prospects of the two commissions cooperating more.

Hate Crime Task Force. Chairman Clay called for a special committee chaired by Randy Schell to review the information available and return to the commission with a list of recommendations for what would be the best way to address the problem. Chairman Clay directed volunteers to talk with Commissioner Schell. Chairman Clay called for a vote of ratification of the special committee.

It was moved, seconded and carried:

> That a special committee be created, chaired by Commissioner Schell, to make recommendations to the commission on the best manner to address hate crime issues at Youth Guidance Center.

COMMITTEE REPORTS

Court/Wardship Committee. Committee Chairman Chan reported that due to the on-going conflicts between the professional schedules of the committee members, the group had been unable to meet recently. He stated that a solution was being sought and that the group would be identifying placement sites to visit. He also stated that the group hoped to develop a site evaluation instrument.

Facilities Committee.

Release of the 1991 Juvenile Hall Summary Inspection Report. Committee Chairman Cowan announced that the report was finally completed for release. It was moved, seconded and carried:

> That the commission:
> (1) adopt the contents of the report as prepared; and
> (2) incorporate by reference the contents as though fully set forth into the record of this meeting; and
> (3) that the report be submitted to the Supervising Judge of the Juvenile Court and the California Youth Authority; and
> (4) that the report be made available to the public; and
> (5) that the report be transmitted to the Juvenile Probation Commission of the City and County of San Francisco and the Chief Juvenile Probation Officer of the City and County of San Francisco.

Investigation of the Conditions in Juvenile Hall. Commissioner Cowan apprised the commission that the Facilities Committee had tendered written requests to the Probation Department, Woodside Learning Center, and the Department of Public Health for information bearing on the conditions in juvenile hall. She stated that Woodside Learning Center had complied with the request, and that the others were collecting the information or discussing with the committee how the information needs could be met.

Interviews on the Security at YGC. Commissioner Cowan announced that the committee would be interviewing persons at its next meeting on the subject of security at YGC.

Log Cabin Ranch. Commissioner Cowan asked if any commissioner or member of the probation department had information on the rumor that Log Cabin Ranch was being considered for inclusion beneath the Prop J. monies umbrella.

JUDGE'S CORNER THE HONORABLE DONNA J. HITCHENS

Potluck Dinner. Judge Hitchens thanked the commission for the dinner. She stated that it was good to meet with members of the commission and hear first hand about some of the things which interested them.

Meeting, Listening and Learning. Judge Hitchens apprised the commission that she and Judge Bouliane are spending a lot of time meeting with the diverse groups associated with Youth Guidance Center and listening to their various perspectives. She stated that she wants to encourage some level of cooperation between these groups as well as an increased level of professional dialogue. Judge Hitchens also confirmed that newly appointed Superior Court Commissioner Drake would help to free her time and Judge Bouliane's time in their effort to get out and talk with groups and improve the process of cooperation.

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

Response to 1991 Juvenile Hall Inspection Report. CPO Jordan was asked to outline the procedures used to conduct the 6:00 A.M. and 12:01 P.M. resident counts in juvenile hall which are reported in the inspection report. CPO Jordan was unable to answer all the questions, but to direct inquiries, he confirmed that the count was taken at noon and in the morning from the facility's computer list to supply the commission with beds out of order information. Mr. Jordan stated that the report which is given to CYA is provided at the same time daily, and that it is not unusual for facilities to take counts at different times of the day. He stated that the difference in the respective counts usually results from releases executed by the probation services division.

The commission requested an explanation of the understanding which the department shares with the California Youth Authority with regard to reporting the juvenile hall's daily population. CPO Jordan promised such an explanation would be forthcoming upon the return of Juvenile Hall Director Mead. Mr. Jordan stated that if CYA has problems with their reporting, the department would change to meet the CYA directives. To questioning by the commission on whether some of the early releases prevented much needed screening of the youths for medical and other needs which they might have, CPO Jordan stated that he would prefer to close the facility down entirely, given its present state, and would never keep a youth solely for the purpose of getting them screened for their needs.

The commission inquired why the department chooses the 12:01 P.M. count over the earlier count in its reports to the CYA, as the earlier count gives a clearer indication of the nightly double bunking frequency in the facility.. CPO Jordan again deferred the matter to his juvenile hall staff. Chairman Clay asked that the information be provided in written form. When questioned on the average difference represented in the morning and noon population counts, CPO Jordan responded that it was not unusual for there to be differences, particularly a lower count. His staff concurred that there are differences but not as large as twenty in number on a daily basis. It was clarified by the commission director that the variance between the numbers was actually between five and six youths daily between the two counts. Judge Hitchens confirmed that it was not surprising for as many as five or six youths to be released in a morning.

Under further questioning, CPO Jordan also apprised the commission that he had "probably misstated" at the July 23 commission executive committee meeting when he indicated that the average daily count in juvenile hall through the first ten months of 1991 was approximately seventy-four youths. The commission was reminded by its director that its own survey of the monthly CYA population reports had found that the average population in the facility hovered between ninety-six and one hundred six for most of the months of the year (ninety-three for the entire year), with only four months beneath that level.

Judge Hitchens commented briefly on the legal requirement to address the youth's needs under the least restrictive alternatives.

The commission also requested a description of the process of accounting for the youths' participation in all programs to which they are released. Additionally the commission requested information on the services provided to youths on home detention. Mr. Jordan and his staff spoke to both issues and promised information later. Mr. Jordan, after conferring with his staff, again confirmed that the appropriate time for the CYA report count was 12:01 P.M.

Excessive Force Decision. CPO Jordan responding to questioning from the commission stated that a decision had not been rendered in the most recent case of alleged excessive force in juvenile hall by a counselor.

Asian Community Services Contract Award. CPO Jordan apprised the commission that the probation department had awarded a contract to service the Asian community to the Filipino Early Intervention Program.

Mayor's Five Year Plan. CPO Jordan responded to inquiries about whether the department would be supplying information to the Mayors group preparing a five year criminal justice plan. He stated if information would be made available to him about who heads the group or if a formal request were made for data, that he would be glad to supply it.

NEW BUSINESS No New Business

OLD BUSINESS No Old Business.

ADJOURNMENT

It was moved, seconded and carried:

That the meeting be adjourned at 5:21 PM.

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

OCTOBER 1, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

SPECIAL REPORT: "THE VOLUNTEE AUXILIARY AT YGC"
ELIZABETH McCARTHY, PRESIDENT OF THE VOLUNTEER AUXILIARY AT YGC

Minutes of the SEPTEMBER 3, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: Two seats are presently open on the commission. One seat is for an adult commissioner and the other is for a youth commissioner. The commission encourages interested applicants to submit their applications for the present two openings and for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donna J. Hitchens, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay convened the meeting at 4:10 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Don Chan, Pamela Berman, Georgia Bates Creel, Arla Escontrias, Orlando Lee, Jay Rorty, Randy Schell, Junious Williams

COMMISSIONERS EXCUSED Steve Cohn, Sylvia Courtney, Ruth Cowan, Frank P. Kelleher

COMMISSIONERS ABSENT NONE

JUVENILE COURT/ PROBATION DEPARTMENT STAFF/ CITY ATTORNEY

The Honorable Anne Bouliane, Cheyenne Bell, Nelba Chavez, Fred E. Jordan, Jr., Lori Giorgi, Don Mead, Michael Richardson

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the August 6, 1992 regular meeting be approved as corrected.
>
> **Correction:** Chief Probation Officer (CPO) Jordan asked the commission to make the following corrections to the report:
>
> - *Page 3*: The last paragraph of the Special Report be changed from "...the development of a pilot substance abuse program which he stated would be coming into ..." to the "development of a planning process for a substance abuse program..."
> - *Page 5*: First paragraph of his report be changed from "...that it is not unusual for facilities to take counts at different times of the day...." to "different facilities have different regulatory requirements which would result in the count being taken at different times of the day."
> - *Page 5*: The CPO wishes to go on record that he has no recollection of saying to the commission that the average daily count for the first ten months of 1991 in juvenile hall was seventy-four youths (see fourth paragraph of CPO's Report beginning "Under further questioning..."
>
> **Correction:** That the attendance correction made at the August 6, 1992 meeting on the July 2, 1992 minutes indicating that Commissioner Cohn was present when marked excused *be rescinded*. Commissioner Cohn was excused at the July 2, 1992 meeting, and thus the original minutes were correct.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Chairman Clay announced that the meeting will take place on **September 17**. The chairman encouraged all commissioners to attend who are interested.

Ombudsman. Director Fuller reported that the commission has been assured by the Mayor's Office of Finance that it can get an exemption to the Mayor's hiring freeze. He apprised the commission that he is in contact with the Civil Service Commission and the Public Defender's Office, as the commission makes it's way through the travails of developing an acceptable announcement for the position, meeting any classification problems which the position presents, and getting the requisition papers approved.

Juvenile Probation Commission Cooperation Invitation.
Chairman Clay asked Commissioner Chan to report on the discussion which occurred at the August 12, 1992 regular meeting of the Juvenile Probation Commission (JPC) on cooperative efforts between the JJC and JPC with respect to information requests and activities. He stated that a reservation was introduced by one of the attending JJC commissioners with regard to cooperative efforts during JJC inquiries.

Hate Crime Task Force. Chairman Clay asked Commissioner Schell to give a report on the activities of the special committee. Commissioner Schell stated that several members of the JJC and the community had expressed an interest in serving on such a task force. He stated that he realized that developing recommendations on a hate crime task force would take a little bit of time and careful planning. Commissioner Schell also stated that he had spoken with a psychoanalyst who deals with sexual minority youths and that it was his intention to confer more with this professional before sitting down with a group and beginning the task of developing the recommendations.

Meeting with Judge Hitchens. Chairman Clay announced that his meeting scheduled with Judge Hitchens had to be postponed due to conflicts in his schedule. He stated that they were attempting to re-schedule in the coming weeks and would meet at the nearest available opportunity.

Juvenile Hall Inspection Report Follow-up. Chairman Clay apprised the commission that he had spoken with Director Mead, and that Dr. Mead had been given the task of developing a written response to the commission's requests from the August 6, 1992 meeting.

Passage of the Gavel. Due to travel commitments, Chairman Clay had to leave the commission meeting and passed the meeting gavel to Vice-Chairman Chan.

COMMITTEE REPORTS

Court/Wardship Committee. Committee Chairman Chan reported that the C/W Committee had met on August 31 and was planning to take up where the first out-of-home placement report left off. He stated that the first step is to develop an instrument with which to make site evaluations. He stated that the committee had discussed the manpower problems occasioned by the fact that the overwhelming majority of placements are out of county (approximately 80%). He stated that as a result of that fact, the committee would be looking at a random sampling of placements in near-by counties as well as within the city and county of San Francisco.

Commissioner Chan also stated that the committee would take evaluative instruments from some of the surrounding counties, and would make comparisons before distilling the findings down into an instrument for evaluating sites. He stated that the committee had given the task to the commission director and was hoping for a completion date of September 14. When the instrument was completed, he stated that the committee would begin scheduling a set of visits. Commissioner Chan also stated that the committee would ask the court to write a letter of introduction to the sites visited. He stated that upon completion of the visits, a report would be developed and brought to the commission for public distribution.

Facilities Committee.

Collection of Information for Juvenile Hall Inquiry. Commissioner Schell reported in Committee Chairman Ruth Cowan's stead that the materials are two-thirds submitted with all requested materials promised in the next week to ten days. He stated that the committee is setting up a method to get needed materials from the Department of Public Health. All materials requested from Woodside Learning Center have been submitted.

Facilities Committee Meeting. Commissioner Schell reported that the next facilities committee meeting would be on September 8 to begin the task of pouring over the inquiry materials and setting the agenda for the report to be written on the inquiry. He stated that the other commissioners could consider this a call for help, because the committee does not see the task as achievable without broader commission participation.

Interview with Sergeant Roper, Watch Commander of the Bailiffs. At the August 12 meeting of the committee, the group met with Sgt. Roper. Sgt. Roper provided the commission with a list of a dozen suggestions for improving security at YGC, especially with regard to custody transfers between the juvenile hall and the courts. A report is in the process of being drafted for the broader commission. It is the facilities committee hope that the recommendations will eventually be forwarded to the JPC and the probation department.

Log Cabin Ranch Tour. A joint JJC and JPC tour of the ranch is scheduled for Friday, September 4. Commissioner Schell characterized it as probably the first totally cooperative effort between the two commissions, and stated that he is looking forward to it. The ranch will provide a van to pick up commissioners, leaving at 9:00 A.M. and will return between 1:30 A.M. and 2:00 P.M.

JUDGE'S CORNER THE HONORABLE ANNE BOULIANE

Applications to the Commission. Acting Chairman Chan informed the Judge that we're preparing a special mailing to notify the community that there are positions on the commission which are open. Judge Bouliane was not aware of any applications received by Judge Hitchens.

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

Robert F. Kennedy Memorial Grant. CPO Jordan reported that the foundation has submitted $100,000 seed money to begin the process of raising $300,000 to fund a first class community substance abuse program. The CPO expects a draft of how the program should look within 60 days.

Accreditation. CPO Jordan apprised the commission that the department is in the first steps of the process prior to the arrival of auditors who will inspect the department's set up and operations. Chief Jordan stated that the goal of the process is to have the department's three divisions operate by national rather than state standards.

Community Program Assessment Instrument. Cheyenne Bell, Community Program Director, apprised the commission of the department's progress on its one year effort to develop an assessment instrument. Ms. Bell stated that towards the effort the department had secured funding from the Kaiser and San Francisco Foundations. The process has finally made its way through the finance committee of the Board of Supervisors gaining a resolution to accept and spend the monies which were allocated from the foundations. The board appearance also gave the department retroactive permission to apply for the grants. She stated that a review committee would be created, consisting of people from the department and various disciplines such as education, vocation, mental health, medicine and substance abuse.

Ms. Bell also took questions from the commission on her presentation. She replied to the question regarding who would be on the committee, that the group's members had not been chosen yet. She stated that she hoped it would reflect the multiple disciplines outlined above. She stated that there would be two committees: a screening committee and a committee to listen to oral presentations and evaluate them. Ms. Bell stated that the department is looking for persons not connected to it to include on the committees.

CPO Jordan also responded to questioning on the seed money process for the RFK memorial grant. He stated that the $100,000 would pay for staffing and planning through the first six months.

New Volunteer Coordinator. Ms. Cheyenne Bell introduced the new Volunteer Coordinator, Ernest Andrews. Mr. Andrews stated that he was happy to be here, and excited about the volunteer concept being used at YGC.

SPECIAL REPORT-Juvenile Probation Department Vocational Program: Robert Price, Training and Employment Supervisor.

Mr. Price began his presentation by handing out a fact sheet on the vocational program. He thanked the commission for having him back, and stated that before he talked about the Log Cabin Ranch (LCR) horticulture program, he would give an overview on the entire vocational program. He stated that the program was started in 1983. Since 1983 the program has made more than 1400 job placements. Mr. Price stated that he is not interested in low paying jobs. Rather, the program emphasizes meaningful employment, which will keep the youths on the job site and lead to better salaries.

The current average salary paid to youths placed through the program is $7.30 per hour. Mr. Price announced that the program had recently entered into a partnership with the S.F. Chamber of Commerce. Presently, the program provides youths on general probation two months of occupational classroom training, based on computer literacy and job preparedness training. Mr. Price stated that approximately one half of the students next year will study a third month on a paid internship with a member group of the chamber of commerce.

All referrals to the program come from probation officers. The probation officers are case managers, and as such, know the youths better than anyone else at YGC. Therefore the probation officers are performing the first screening of the program candidates. There are seven staff in the program, a supervisor, a job developer, clerk typist (all city funded), and four workers (two job developers and two vocational instructors) funded under the Youth Guidance Center Improvement Committee (YGCIC).

Mr. Price apprised the commission that the YGCIC was very successful at raising monies to aid the department's goals. He stated that the YGCIC group raises three dollars for every dollar that the city spends on its vocational workers.

The vocational program also executes a 30, 60, 90 day aftercare program which tracks and reviews the job progress of the program's youths. This tracking is accomplished through the use of the Private Industry Council's computers, with whom the vocational program has a contractual agreement. The review involves site visits, interviews with the youth, the employer and the youth's parents. Despite the recessed economy, the program continues to meet its contractual goals with the department for the placement of youths. The 90 day retention rate for placements is 76%.

Mr. Price then turned his attention to the Market Garden Program at Log Cabin Ranch. The project provides paid on the job training in growth, nurturing and sales of potted plants and cut-flowers. In general all residents at LCR, regardless of whether they apply to the horticulture program or not, receive job preparedness workshops on why people work; what kind of work do the youths want; what kind of work is available in S.F.; and what can the youths do to get the work?

Mr. Price stated that he has recently submitted a proposal to the San Francisco Foundation asking for monies to fund entrepreneurship training. The horticulture program has a full time instructor and a business manager. Mr. Price stated that the goal of the program was to get the youths to show up on time, respect their supervisor, and learn to get along with other employees. Up to 50% of the youths' earnings are applied to any restitution fees which they owe, or to compensate victims. Mr. Price frankly admitted that the youths who owe restitution have avoided signing up for the program.

Mr. Price stated that the program had graduated its first three residents and all three are working, two in the horticulture field. Mr. Price presented the commission with a print out of the first year budget of the program. The youths are paid at the prevailing industry wage---$4.50 per hour. Crew leaders earn $5.00 per hour. Finally, Mr. Price gave the commission a listing of the advisory committee of the YGCIC.

Next Mr. Price responded to praise, questions (i.e., labor market patterns, job availability, water problems at LCR, residents who run from the ranch, entrepreneurship, etc.) and criticism from the commission. Mr. Jordan assured the department that a written request for statistical information made under the standing department-commission protocol would be answered promptly.

NEW BUSINESS No New Business

OLD BUSINESS No Old Business

ADJOURNMENT

It was moved, seconded and carried:

> That the meeting be adjourned at 5:21 PM.

Ruth Cowan (mhf)

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

NOVEMBER 5, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

PROBATION DEPARTMENT HOME DETENTION PROGRAM

Minutes of the OCTOBER 1, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: Two seats are presently open on the commission. One seat is for an adult commissioner and the other is for a youth commissioner. The commission encourages interested applicants to submit their applications for the present two openings and for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donna J. Hitchens, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay convened the meeting at 4:13 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Don Chan, Steve Cohn, Ruth Cowan, Arla Escontrias, Jay Rorty, Junious Williams

COMMISSIONERS EXCUSED Pamela Berman, Sylvia Courtney, Georgia Bates Creel, Frank P. Kelleher, Orlando Lee, Randy Schell

COMMISSIONERS ABSENT NONE

JUVENILE COURT/ PROBATION DEPARTMENT STAFF/ CITY ATTORNEY

The Honorable Anne Bouliane, The Honorable Donna J. Hitchens, Cheyenne Bell, Nelba Chavez, Fred E. Jordan, Jr., Don Mead, Michael Richardson

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved and *did not carry*:

> That the minutes of the September 3, 1992 regular meeting be corrected, and that the corrections be sent out in an addendum to the October 1, 1992 minutes to the commissioners only:
>
> **Corrections Moved:** Chief Probation Officer (CPO) Jordan asked the commission to approve a change on page 4 of the minutes in the section entitled Accreditation from "...operate by national *rather* than state standards..." to "...operate by national *as well as* state standards.
>
> **Correction Moved:** Commissioner Escontrias complained that in the section summarizing the special report on the YGC Vocational Program given by Mr. Bob Price, "...none of my questions or comments are in here, and I want them included."

It was moved, seconded and carried:

> That the minutes of the September 3, 1992 regular meeting be corrected to reflect the following change:
>
> **Corrections Moved:** Chief Probation Officer Jordan asked the commission to approve a change on page 4 of the minutes in the section entitled Accreditation from "...operate by national *rather* than state standards..." to "...operate by national *as well as* state standards.

It was moved and *did not carry* that the minutes of the September 3, 1992 regular meeting be corrected to reflect the following changes:

> **Correction Moved:** Commissioner Escontrias complained that in the section reflecting the special report on the YGC Vocational Program given by Mr. Bob Price, "...none of my questions or comments are in here, and I want them included."

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: "THE VOLUNTEER AUXILIARY AT YGC"–ELIZABETH McCARTHY, PRESIDENT OF THE VOLUNTEER AUXILIARY AT YGC.

Ms. McCarthy, Rosemary O'Sullivan, Treasurer, and Barbara Casper, Executive Director of the Volunteer Auxiliary were introduced by the commission director to the commission. After thanking the commission for the invitation to come and speak, Ms. McCarthy apprised the commission that a letter would be forthcoming inviting a JJC member to come before the Volunteer Auxiliary to inform the auxiliary about what the JJC does.

Ms. McCarthy stated that she was happy to announce that the new auxiliary board has "seven new young members," among them Mrs. Lisa Clay, wife of JJC Chairman C. Don Clay.

Ms. McCarthy began her report by stating that the auxiliary has eight different funds upon which it draws, each fund with a different focus. The general fund and the Callison fund are limited to programs for delinquent and dependent children under the authority of the Juvenile Court. The Stulsaft Foundation is for summer programs and job training at Log Cabin Ranch (hereafter LCR). The Sandy, for which the auxiliary just received a $10,000 grant, is for dependent children under the jurisdiction of the Juvenile Court. The Sanguinetti Fund is for medical, psychological and dental work for children who are wards of the court. The Youth Guidance Fund is for the needs of the individual child. The Miriam Wornum Fund is for the needs of the delinquent girls. The Kane Soule Fund, of $100,000 from which interest is drawn in concert with other funds, supports the Christmas Program for 4,000 children.

Ms. McCarthy apprised the commission that at the last auxiliary board meeting, the board decided that, in view of the fact that they had already committed $21,000 to orthodontic requests, and the foundation's preference was for assistance to prepare the children to re-enter the community, and considering the large amounts given for a limited number of children, the auxiliary was going to restrict funds to the monies already committed. A letter was sent to Social Services and Probation stating that the orthodontia would be restricted to the funds already allotted. Formerly, she stated the auxiliary seemed to be spending unlimited monies on orthodontia.

Ms. McCarthy described the auxiliary as a reactive organization by nature. She stated that they are not "very equipped" to initiate programs. She stated that the thrust of the above-mentioned letter is to alert people asking for requests to the auxiliary's new guidelines for direct assistance to the children involving orthodontia.

The auxiliary's annual statement of June 30, 1992 showed that the auxiliary spent $80,587 for fiscal year 1991-92. The total included almost $21,000 for the Christmas Program. Ms. McCarthy apprised the commission that the Christmas Program begins in July and August. The auxiliary begins to order items in July and the deliveries start to arrive in August. In November, the wrapping and labeling program starts. Ms. McCarthy stated that the auxiliary would be sending a letter to the commission inviting it to come and view the wrapping program, which she described as very impressive and systemized. She stated the wrapping activities would be conducted in Building W-3 on November 12.

Continuing her itemization of the auxiliary's expenditures, Ms. McCarthy reported that the auxiliary had spent $30,000 for medical and dental bills. The auxiliary spent $1000 on a Focus program for computer training. Almost $4000 was spent for clothing for children leaving LCR, for children of social service cases and other programs at YGC. The auxiliary gives a monthly stipend to LCR for grooming and recreation. The auxiliary also orders Spanish language publications for the ranch and YGC. The auxiliary funded a field trip to Great America for LCR, graduation supplies for LCR and movie expenditures. The auxiliary donated $450 to the Focus program for a trip to Disney Land, a reward to nine youngsters who had made the greatest improvement in their grades.

Ms. McCarthy reported that the auxiliary donated $1000 to the USF Street Law Project. Ms. McCarthy stated that she and Volunteer Auxiliary board member, Maggie Roberts attended a Street Law session at USF on a Saturday morning. She stated that 175 youths from this jurisdiction had been attending the project. The morning that Ms. McCarthy and Ms. Roberts visited, eleven boys and one girl were in attendance. The group was being taught by a second year law student. Ms. McCarthy reported that she and her colleague were impressed by the level of instruction. She stated that the students were like those in any class. Some were excited, while others were asleep. Ms. McCarthy commented on how the instructor made the law "practical." She stated that the instructor informed her that many of the students come to the project and are not aware that law encompasses anything other than criminal matters. The textbook used in the project thus exposes the students to other areas, (tenants' rights, constitutional rights, etc.) She also described some of the field trips, hands-on experiences and mentor relationships which are provided through the project.

Ms. McCarthy stated that the auxiliary also funded the Community Service Program of Teenage Fathers at LCR. The Child Protection Service at County Hospital was given $500 for cable TV, toys and duffel bags. She stated that the auxiliary had made a donation of $1000 to the Black Adoption Fair. The auxiliary arranged for 29 youths at YGC to be examined at Lenscrafters and 19 of the group were fitted with glasses. The auxiliary provided over $1300 for repair and maintenance of TV sets and video recorders at YGC and LCR. The auxiliary also spent over $1800 on recreation and outings, and over $1000 on grooming supplies. For LCR, the auxiliary spent almost $2500 for recreation and outings. For probation services the auxiliary spent over $2200 for clothing and over $1100 for job training.

To a question regrading the expenditures on job training, Ms. McCarthy and Ms. Casper responded that the monies were given to the program supervised by Mr. Robert Price for a video camera and other equipment used in teaching job application and interview techniques. To a question requesting a clarification about where most of the funds spent on clothing went, to LCR or elsewhere(?), Ms. McCarthy responded that the majority of the funds were spent on dependent and delinquent children who are in the community, not at LCR. Ms. Casper added that usually the funds are expended on youths leaving custody who don't have adequate clothing for placement, occasionally on LCR youths and on youths taken from abusive homes where the social worker was unable to get the child's clothes out at the same time. Also clothing needs for special purposes are funded such as a graduation, prom outfit, or move (placement) to a colder climate requiring a heavier grade of garment or coat.

The commission inquired about how requests for assistance are made. Ms. Casper responded that the auxiliary budget is set up so that there are certain funds set aside for probation services needs and social service needs respectively. Clothing is purchased by a auxiliary officer from these groups of monies. Either probation officers or social workers initiate the request and the child is brought in and given up to two outfits of *new* clothing. No second hand clothing is given out. The clothing is supplied on an emergency basis. Stipends are also provided for outfitting youths with unusual size requirements.

To a further query from the commission on whether the clothing fund overlaps with the clothing allowance in the probation department's budget, Ms. McCarthy responded that the auxiliary's fund is often used to re-outfit a youth who has run from a placement, and who will not get a second allowance for clothing within the probation department budget.

The commission inquired whether the monies spent on medical and dental bills was over and above that included in the departmental budgets. Ms. McCarthy responded that they covered items, for instance which were not reimbursable under MediCal and other public health assistance programs. She gave as an example: the county paying for an extraction, but not the anesthesia. The process for paying for such services, involves a request being made to the auxiliary before the service is provided. The auxiliary board pre-approves requests when it gives assistance.

The commission asked whether any consideration had been given to selling a range of ethnic products in the auxiliary's store. Citing the high percentage of minorities which make up the population detained at YGC, the commission wondered if selling Asian, African-American and Hispanic oriented products might not be a strategy worth considering. Ms. McCarthy stated that the only product which fit that description to her knowledge was the black dolls in the store. She stated that ethnic oriented products was a good suggestion.

To a question on whether the dentists were private or public health service providers, Ms. McCarthy responded that the dentists were private. She apprised the commission that there were several dentists who had given the auxiliary lower rates over the years.

To the question, what is the average annual budget of the auxiliary, Ms. McCarthy responded: approximately $80,000. The commission inquired whether the auxiliary's foundation grants were renewable each year. Ms. McCarthy stated that they were, but the auxiliary must apply annually for the monies.

The commission commended the Volunteers Auxiliary for its services. As a response to inquiries from the commission, Ms. McCarthy and her colleagues apprised the commission that in needy families who have children declared as wards of the Juvenile Court, Christmas presents also are made available to the ward's siblings. Birthdays are also celebrated in juvenile hall on a weekly basis with the auxiliary providing funds for cakes.

CPO Jordan expressed his appreciation for the efforts of the auxiliary stating that his department was $65,000 short in funding for materials and other items which the auxiliary makes up.

CHAIRMAN'S REPORT: C. Don Clay

Hate Crime Task Force. Chairman Clay reported that Commissioner Schell would like to convene the first meeting of the group on either October 20, 21, or 22. Chairman Clay instructed the commissioners who are interested in participating to give their meeting date preference to either the commission director or Commissioner Schell.

Executive Committee Meeting. Chairman Clay announced that the meeting will take place on October 15. The chairman encouraged all commissioners to attend who are interested. Topics to be discussed are reports on the status of the juvenile hall inquiry, the ombudsman hire, and the *nominations and bylaws review committees* at the meeting.

Ombudsman. Director Fuller reported that progress is slow, because of all the budgetary distractions caused by the revenue shortfall. He also reported that he is doing all of the necessary work alone which is not being done by Civil Service.

COMMITTEE REPORTS

Court/Wardship Committee. Committee Chairman Chan reported that the C/W Committee had met and was planning to begin making visits to the placement sites. He reported that the committee had received evaluative instruments from some of the surrounding counties, and would make comparisons before distilling the findings down into an instrument for evaluating sites. He stated that the committee had given the task to the commission director.

Facilities Committee.

Facilities Committee Meeting. Committee Chairman Ruth Cowan reported that the next facilities committee meeting would be on October 6. Mrs. Cowan stated that she would be out of town for that scheduled meeting. She apprised the commission that the meeting would be re-scheduled.

Letter on Security Issues. Commissioner Cowan apprised the committee that a letter had been drafted regarding the YGC security issues brought to the committee's attention by Sgt. Roper of the Sheriff's Department. The letter is intended to be forward to the JPC. Chairman Clay was reviewing it for his signature.

Juvenile Hall Inquiry. Commissioner Cowan reported that the committee met on September 17 and reviewed the data recording log to be used in analyzing the materials which it had collected for the juvenile hall inquiry. The data recording logs are designed by Commissioner Williams. She stated that the materials which remained to be provided have to be checked out on a two-three hour basis. She stated that the commission director will attend to that task. Mrs. Cowan also stated that a list of incidents will be provided to the Department of Public Health for their materials.

Written Materials Requested in Response to Juvenile Hall Annual Report. Commissioner Cowan stated that she was disappointed that materials requested in response to the August 6 regular meeting discussion of the commission's annual report on Juvenile Hall were not provided. Mr. Mead stated that he had provided all the information requested of which he was aware. CPO Jordan expressed some uncertainty as to what information was still not supplied. Clarifying discussion between the parties led to Commissioner Cowan reading a letter dated September 1 into the record. The pertinent information requested was the following:

> •The commission is requesting a description of the process of accounting for the youths' participation in all programs to which they are released.
>
> First of all, the commission is requesting information on only those programs to which youths are released during the adjudication of their petitions. We are particularly interested in knowing how the department accounts for the released youth's whereabouts, his observance of the court's orders (curfew, school attendance, counseling, etc.), and how medical and other ancillary needs identified during the initial detention screening processes are met.

JUDGE'S CORNER THE HONORABLE DONNA J. HITCHENS

Collaboration with Probation Department. Judge Hitchens announced that the Court had been working with the Probation Department and community organizations on the new girls mentorship program. She reported that the effort will strive to ensure that the community recognizes that the Court does support the mentorship program.

Proposals to Make Juvenile Courts More Efficient. Judge Hitchens reported that the Court's administrative committee had been convened to review procedures and proposals in its efforts to make the W&I 600 courts more efficient. In that regard she offered support for the escort program which the CPO described below (see CPO's report). One particular example of the kinds of improvement which the committee was seeking was in the scheduling of smaller blocks of cases into different times of the day.

Budget Crunch. The Judge reported that the budget crisis is a special problem for the court because there has been an increase in the number of cases which the court is having to adjudicate. The court is also experiencing an increase in longer trials. The serious cases requiring longer trials upsets the overall scheduling. With furloughing a possibility in related departments (public defender, district attorney, etc.) the courts are being severely impacted. The Judge stated that all of the above reduces the amount of time that officers of the bench have for out of court work.

Regional Gathering. The Judge reported that she has been participating in the convening of regional meetings between probation departments and juvenile court judges from nearby counties. The effort is to share information and to begin to develop responses which will address the possible need for regional facilities, should some counties be fiscally unable to manage their delinquency problems. The talks are also about the counties assisting each other, and sharing in new special programs.

Judicial Training Program. The Judge reported that the Court has instituted a judicial training program. In the past, the Court has trained in this manner around W&I 300 issues (i.e., child sexual abuse, infants born to crack cocaine using mothers, etc.). Now the program is moving into the W&I 600 areas with its first training being devoted to the juvenile sex offender issues. All of the bench officers will be involved in the process which tries to identify issues in the subject areas and new developments in the professions which are responding to the subject areas.

Samoan Community Meeting. Judge Hitchens apprised the commission that she has recently met with the Samoan community which is interested in putting together a community based program for their youth. There has been no such program in operation.

Reasonable Efforts Program. Judge Hitchens reported that she has been working on the Reasonable Efforts Program. She stated that the group is composed of workers from juvenile probation and social services. She stated that the group is exploring the possibility of applying for a regional grant to set up a model project to coordinate services for adult probation, juvenile probation, and social services in those department's efforts to provide services to families with parents who have a substance abuse problem.

Applications to the Commission. Judge Hitchens reported that she had received no applications for the vacancies on the commission.

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

Response to the JJC Juvenile Hall Annual Report. CPO Jordan turned the floor over to Director Mead to highlight the administration's response to the JJC's 1991 Annual Report on Juvenile Hall. Dr. Mead thanked the commission for the time and effort it put into the report. He then addressed the highlights of the report to the commission. Due to the length of these minutes, Dr. Mead's comments will not be summarized. A copy of the probation department's written response will be sent out on request.

Director Mead thanked the commission for its efforts in helping to resolve the budget imbalance problem in late September which could have caused two units in Juvenile Hall to be closed down. There was also discussion regarding the dates used in the probation department's response to the annual report on the issue of the implementation of the facility's new policy and procedures manual. Director Mead also briefly outlined the orientation and "contracting" procedures for residents retained in Juvenile Hall in response to several questions from the commission.

Community Programs. Community Programs Director, Cheyenne Bell reported for the department on the most recent developments in the department's efforts at renewing and expanding existing programs, developing new programs and collaborating with outside agencies in offering services to the community. She apprised the commission that a new arts-drama program was being developed. The program promotes "Self Expression through the Arts." She also gave an update on the on-going development of the department's proposed substance abuse program with expanded aftercare. Ms. Bell described the development of a girls mentorship program for female delinquents detained at YGC.

Court Escort Program. CPO Jordan described a volunteer escort program for youths coming to court at YGC. The volunteers will not be counseling or advising the youths about their respective cases. Rather the escorts will be there to offer emotional support and general information about appearing in court. The program is intended to augment changes planned in calling the court calendars which are aimed at reducing the amount of time the youths spend in the holding cells and addressing the negative emotions which some youths feel after a court hearing.

NEW BUSINESS No New Business

OLD BUSINESS No Old Business

ADJOURNMENT

It was moved, seconded and carried:

> That the meeting be adjourned at 5:43 PM.

Ruth Cowan (mhf)

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

NOVEMBER 5, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

PROBATION DEPARTMENT HOME DETENTION PROGRAM

Note: **The October 1, 1992 regular meeting minutes are being mailed out late. They will arrive on or by November 5, 1992. We apologize for this inconvenience.**

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEETING ANNOUNCEMENT

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**JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING**

DECEMBER 3, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

**SPECIAL REPORT: THE YOUTH ADVOCATE PROGRAM
SPEAKER: BRUCE FISHER, EXECUTIVE DIRECTOR-YOUTH ADVOCATES, INC.**

Minutes of the NOVEMBER 5, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: Two seats are presently open on the commission. One seat is for an adult commissioner and the other is for a youth commissioner. The commission encourages interested applicants to submit their applications for the present two openings and for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donna J. Hitchens, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay convened the meeting at 4:11 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Ruth Cowan, Arla Escontrias, Georgia Bates Creel, Pamela Berman, Frank P. Kelleher, Orlando Lee, Jay Rorty, Randy Schell

COMMISSIONERS EXCUSED Don Chan, Steve Cohn, Sylvia Courtney, Junious Williams

COMMISSIONERS ABSENT NONE

JUVENILE COURT/ PROBATION DEPARTMENT STAFF/ CITY ATTORNEY

The Honorable Donna J. Hitchens, Cheyenne Bell, Nelba Chavez, Fred E. Jordan, Jr., Don Mead

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the October 1, 1992 regular meeting be tabled for approval at the December 3, 1992 regular meeting.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Chairman Clay announced that the meeting will take place on November 19. The chairman requested that all commissioners attend. Chairman Clay reminded the commission that Juvenile Hall Director, Don Mead would be interviewed at the meeting. Other topics to be discussed are reports on the status of the juvenile hall inquiry, the ombudsman hire, and the nominations and bylaws review committees.

Ombudsman. Director Fuller reported that getting an appropriate Civil Service classification for the new position was consuming more time than had been previously anticipated. Otherwise, the director reported, the process was beginning to pick up speed once again. There was limited discussion from the commission of the merits of hiring a worker in the ombudsman position under the present fiscal crisis.

Hate Crime Task Force Special Committee. Task Force Special Committee Chairman, Randy Schell reported on the first meeting held on October 22. He stated that the commissioners present had decided to limit the membership of the group discussing the development of the task force to present commission members only. He stated that after the process got rolling and some basic materials were collected and assimilated, the group would be augmented by members from the broader community. One suggestion which the group is considering is a survey of all the youths detained in juvenile hall with regard to whether they had ever been involved in "hate-related" violence, the circumstances, and whether they had been victims of such violence. He stressed that the group was being very careful in considering how such questions would be put to youths: that they are inclusive, representative of all the community's minority groups and comfortable for youths to answer. At this point, the group is attempting to develop a draft questionnaire. The entire commission will be polled for its response when it is completed. A clinical psychologist expert in the field is being consulted. Chairman Schell stated that he hoped this effort will provide the commission with some data which will shed a light on the area. He answered that the survey will be a "blind" survey in response to a question from the commission.

COMMITTEE REPORTS

Court/Wardship Committee. Commissioner Berman reported in Committee Chairman Chan's stead that the C/W Committee has been reviewing a computerized listing of the departments private placements. She stated that the committee was engaging in the review with that intention of selecting a number of placement sites to visit and inspect. Commissioner Berman commented that it was interesting that so many of the department's placements were in rural settings. She emphasized that the committee was interested in visiting some of the rural sites.

Facilities Committee.

Facilities Committee Meeting. Committee Chairman Ruth Cowan reported that the Facilities Committee had good attendance at it most recent meeting. She reported that the meeting had been devoted to a review of the materials (i.e., logs, incident reports, etc.) collected for the commission's on-going juvenile hall inquiry. Commissioner Cowan commended Commissioner Williams for designing and directing the data collection and recording process. She apprised the commission that the report written from the process will not be the opinions of the committee; rather it will be a fact based report.

Detainee and Staff Assault Pay Incident Reports. Commissioner Cowan stated that the only materials promised by the juvenile hall administration which had not been delivered is the detainee and staff incident reports.

Response to CPO Jordan's Comments. Commissioner Cowan responded to CPO Jordan's corrected comments (corrections approved during the September 3, 1992 regular meeting of the August 6, 1992 regular meeting minutes). In the September meeting CPO Jordan asked, and the commission approved, that the minutes should reflect that "different facilities have different regulatory requirements which would result in the count being taken at different times of the day." Commissioner Cowan asked that it be recorded in "these minutes" that the Facilities Committee had inquired into the matter and found that the California Youth Authority (CYA) requirement state-wide on population counts in juvenile halls is that such counts are to be taken at 12:01 A.M. She also observed that in the commission's 1991 annual juvenile hall inspection report, the commission had found that the population count report provided to CYA by the San Francisco juvenile hall was "almost never taken at that time." CPO Jordan responded that he hoped that the record would reflect that he was comparing different jurisdictions, some of which were not in the state of California.

Bayview Hunters Point Foundation. Commissioner Cowan noted the lack of response to commission requests that the foundation director, Austin Thompson, appear before the commission to continue the foundation's practice of annual reports on its contracted programs with the probation department. Commissioner Cowan therefore requested that Mr. Thompson give a written report prior to his eventual appearance before the commission.

Updated Maintenance Report on YGC. Commissioner Cowan also requested an updated maintenance report on YGC from Norman Cole, Building and Grounds Superintendent. She requested that the report, which is expected to be quite large, be submitted prior to an appearance by Mr. Cole, in order that the commission could review the document.

Time-Keeping in Juvenile Hall Logs. The committee inquired whether the logs in juvenile hall are recorded in military time. The CPO and Mr. Mead were unable at the time to answer the question, deferring their answer to a later meeting.

JUDGE'S CORNER THE HONORABLE DONNA J. HITCHENS

Judge Hitchens reported that the Juvenile Court was continuing to work on a number of the items which she reported on to the commission at the October 1, 1992 regular meeting. Additionally, she reported on the following:

Budget Impact. Judge Hitchens reported that the budget crisis continues to negatively impact on the court because there has been an increase in the number of serious cases which the court is having to adjudicate. The burden which such cases place on the court, longer trials, is potentially complicated by forced staff reductions via furloughs in the district attorney's and public defender's offices. Judge Hitchens also reported that there were difficulties in transporting minors detained at the Hall of Justice and the detained parents of youths who are the subject of active dependency petitions in the juvenile court, due to the exhaustion of overtime funds in the sheriff's department. The custom has been to transport such populations using off-duty officers. In response to questions from the commission on the matter, the Judge responded that the sheriff's department is now under court order to resume the transporting. In a related vein, the commission, Judge Hitchens and CPO Jordan also discussed the transporting of detainees from juvenile hall, the volunteer escort program helping with the transports, and the limits of the role of the court bailiffs' involvement in such transports. Additionally, Judge Hitchens responded to questions from the commission on the lack of transportation for parents who are detained outside of San Francisco County.

Meeting with Juvenile Justice Commission Chairman Clay and President Loyce of the Juvenile Probation Commission. Judge Hitchens reported that she had met briefly with the heads of the two commissions. She stated that she was attempting to convene a joint meeting with the leader of both commissions.

Thanks from Youth Commissioner Orlando Lee. Commissioner Lee thanked Judge Hitchens for his commission badge.

Applications to the Commission. Judge Hitchens reported that she had received no applications for the vacancies on the commission. Commissioner Creel apprised the Judge that she would be receiving an application from a candidate that Commissioner Creel recommended very highly.

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

Response to the Hate Crimes Task Force Report. CPO Jordan stated that he hoped that any commission plans for the execution of a survey would be cleared with Dr. Mead, as it is a project which would impact on the workload within the juvenile hall.

Kellogg Foundation. CPO Jordan apprised the commission that the Kellogg Foundation has tentatively agreed to give the probation department almost $17,000 for the Arts Drama program which has been proposed for the juvenile hall ("...self expression in art..."). Mr. Jordan explained that the monies would be used to provide honorariums for professional artists who will come into the juvenile hall and implement the program. He also indicated that the plan for the program is aiming at continuing the detainee's connection with the artist even when he or she is on probation under the supervision of several already identified community programs.

Budget Problems. CPO Jordan commented that he had attended a department head budgetary meeting that morning and the predictions were for a $150,000-200,000 shortfall in the next budgetary cycle. He commented that layoffs would again have to be considered. He observed that the city has many problems with regard to the issue of layoffs. He warned the commission that hard times were on the horizon for the city. He responded to questions from the commission about his contingency plans to meet the budgetary problems, on staffing inconsistency in juvenile hall and on the issue layoffs within the probation department and the effects of the layoffs on the workload. He also stated that while the new budget had been approved by the Board of Supervisors, he did not have any final budgetary papers.

NEW BUSINESS No New Business

OLD BUSINESS No Old Business

Senate Bill 97. The commission director responded to questions regarding SB97, which among other things, designates the county facility inspection responsibility to now be undertaken by the Juvenile Court. He apprised the commission that a letter had been written to the Youth Authority requesting a consultation and training session on the the inspection requirement which will be executed by the Juvenile Justice Commission.

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

That the meeting be adjourned at 5:43 PM.

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Notice

MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

DECEMBER 3, 1992

4:00 PM

YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

SPECIAL REPORT: THE YOUTH ADVOCATES PROGRAM
SPEAKER: BRUCE FISHER , EXECUTIVE DIRECTOR-YOUTH ADVOCATES, INC.

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MEETING ANNOUNCEMENT

JUVENILE JUSTICE COMMISSION
REGULAR MONTHLY MEETING

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YOUTH GUIDANCE CENTER CHAPEL

FOCUS:

SPECIAL REPORT: THE YOUTH GUIDANCE CENTER PARENTING PROGRAM, ED VASGERDSIAN, SPEAKER

Minutes of the DECEMBER 3, 1992 Commission Meeting.

APPLICATIONS FOR APPOINTMENT TO THE COMMISSION: Three seats are presently open on the commission. Two seats are for adult commissioners and the other is for a youth commissioner. The commission encourages interested applicants to submit their applications for the present three openings and for future open seats. Thirteen of the fifteen commission seats are for adults; the remaining two are for San Francisco youths (age 21 or under). Please send resumes to Supervising Judge Donna J. Hitchens, Juvenile Court, 375 Woodside Avenue. For further information, please call Micheal H. Fuller, Director, Juvenile Justice Commission, (415) 753-7790.

CALL TO ORDER
Chairman C. Don Clay convened the meeting at 4:16 p.m.

COMMISSIONERS PRESENT

C. Don Clay, Ruth Cowan, Arla Escontrias, Pamela Berman, Steve Cohn, Georgia Bates Creel, Jay Rorty, Randy Schell

COMMISSIONERS EXCUSED Don Chan, Frank P. Kelleher, Orlando Lee, Junious Williams

COMMISSIONERS ABSENT NONE

JUVENILE COURT/ PROBATION DEPARTMENT STAFF

The Honorable Donna J. Hitchens, Cheyenne Bell, Nelba Chavez, John Giannini, Fred E. Jordan, Jr.

STAFF Micheal H. Fuller

GUESTS See Sign-In-Book

APPROVAL OF MINUTES

It was moved, seconded and carried:

> That the minutes of the October 1, 1992 regular meeting and the minutes of the November 5, 1992 regular meeting be approved as mailed.

COMMUNICATIONS

The correspondence folder was circulated to the commissioners with all significant correspondence duplicated in the commissioners' personal correspondence folders.

SPECIAL REPORT: THE YOUTH ADVOCATE PROGRAM; SPEAKER: BRUCE FISHER, EXECUTIVE DIRECTOR-YOUTH ADVOCATES, INC.

Mr. Fisher began his presentation by stating that he wanted to describe the Youth Advocates services, and specifically the community-based status offender system which is operated by a contract between Youth Advocates and the Juvenile Probation Department. To that purpose, he stated he had requested several Youth Advocates' directors to be present. Mr. Fisher then introduced the group:

Michelle Magee, Associate Director for San Francisco Programs
Lance Frederick, Huckleberry House Clinical Director
Barry Fisher, Huckleberry House Residential Director
Irma Dillard, Sojourner House Program Director

Mr. Fisher next spoke about Youth Advocates as an agency. He stated that the agency has grown significantly in the last few years. In addition to the status offender system, the agency is now operating an HIV prevention health clinic at 555 Cole Street, under the direction of Dr. Janet Shalwitz of Special Programs for Youths .

The history of the clinic is that Dr. Shalwitz offered medical services to status offenders in the basement of Huckleberry House until 1991. Mr. Fisher stated that the clinic was overcrowded, and the facilities were not appropriate to meet the needs of the clientele. Youth Advocates moved its HIV prevention program to its facility on Cole Street, and then was able to build a medical clinic adjacent to that facility. Dr. Shalwitz is now staffing the facility at least forty hours a week.

Additionally, Dr. Shalwitz, with Michelle Magee as co-principal investigator, recently has been notified that the agency has been awarded a Robert Woods Johnston Foundation grant for four years to create a model medical-social services clinic for low income youths in San Francisco who are at risk. Mr. Fisher stated that they would be planning the new clinic for the next three months and opening it some time this spring. Presently, the HIV prevention health clinic is open, and is used by youths from Huckleberry House, as well as other referral sources. The HIV prevention program provides health information, and trains teenagers to be health educators.

Youth Advocates also offers a status offenders system in Marin County, similar, but not as large in scope as the services offered in San Francisco. Nine Grove Lane is the residential shelter in San Anselmo. It is operated in part with federal runaway money and with a contract from the Marin Probation Department. Recently, with monies from the Marin Community Foundation, Youth Advocates has become the lead agency in a coalition of HIV prevention organizations.

Youth Advocates now employs over sixty workers. There are twenty persons on the Youth Advocates Board of Directors. Mr. Fisher stated that Ruth Cowan, Juvenile Justice Commissioner, is, and continues to be a major member of the Youth Advocates Board of Directors. Deferring questions to later in the presentation, Mr. Fisher next turned the floor over to his Associate Director, Michelle Magee.

Ms. Magee stated that the status offender system which Youth Advocates operates under contract with the probation department consists of three components: The Huckleberry House Crisis Shelter which is twenty four hour intake and assessment, Sojourner House and the Teenage HIV Prevention Program.

Mr. Lance Frederick, Huckleberry House Clinical Director spoke next. He informed the commission that the clinic and prevention program served over 600 youths. He described the target population as a status offence clientele. The clinic's approach is a family therapy model aimed at family reunification. He stated that the goal of the approach was a reduction in petitions against the clientele.

Ms. Irma Dillard, Soujourner House Program Director next spoke. Ms. Dillard emphasized the difficulty in placing youths who are served within the legal categories of status offender (W&I 601) and delinquent (W&I 602). She stated that youths are sometimes housed at Sojourner House for up to six months, despite the fact that the contract is written for 90 days. She stated that the goal at Sojourner is to stabilize the youth and his/her relations with their family while offering remedial services such as education and counseling support.

Mr. Barry Fisher, Huckleberry House Residential Director, also spoke briefly on his duties. He described the counseling and stabilization efforts at Huckleberry House. He also described the activities provided. He emphasized that the youths are kept active, and that the goal of the program is to stabilize the youth's immediate crisis in an effort to promote the possibility of reunification with the family.

Mr. Fisher closed the presentation with comments on the requirement that Youth Advocates coordinate and cooperate with a large number of other services and agencies in its efforts to keep the level of its own services high in quality. He stated that Youth Advocates had been so successful in that regard, that it had been written up for exemplary cooperation with other services.

Mr. Fisher and his directors next entertained questions on their presentation from the commission. They were asked to clarify the differences in the Youth Advocates programs with regard to providing services for status offenders and delinquents. Mr. Fisher gave a pre-1989 history of the treatment of status offenders in San Francisco. The commission questioned whether a new liaison had been assigned to Youth Advocates to replace the former liaison officer from the probation department. Mr. Fisher and his directors informed the commission that probation officer Gary Moline was temporarily acting in that capacity.

The commission also inquired what affects the city's budget crisis would have on Youth Advocates' service provision, and were informed that the affect would be negligible for the present as a result of the contract being under the protection of the Proposition J shield. The commission also inquired whether Youth Advocates does court advocacy for its clients. Mr. Fisher responded that two case monitors are serving in that function for the program, as well as aiding in transports from Huckleberry House. Ms. Magee and Mr. Fisher informed the commission and Judge Hitchens (who was present) that there needs to be more more preparation for the dispositions where youths and their petitions are downgraded from delinquency status to status offenders. They reported that in virtually every case, the youth ran away within a very brief period after returning to the Youth Advocates residence.

The commission also inquired whether HIV aftercare is provided by Youth Advocates. Mr. Fisher and the directors answered yes, citing test site confidentiality, the emphasis on promoting safe sex techniques and heightened awareness of all sexually transmitted diseases. The commission and presenters also discussed Youth Advocates services to victims of violent and hate-related crimes.

CHAIRMAN'S REPORT: C. Don Clay

Executive Committee Meeting. Chairman Clay announced that the meeting will take place on December 17. The chairman invited all commissioners to attend.

Ombudsman. Director Fuller reported progress on gaining a civil service classification for the approved position had stalled as a result of difficulties in tracking the paper trail with regard to how the ombudsman had been paid in his previous stint of operations (6/90-7-91). Mr. Fuller cautioned all administrators to resist utilizing quick fix or convenient payment schemes for non-general fund monies if there is a desire to have the position become a civil service position in ensuing years.

Conference With Judge Hitchens. Chairman Clay reported to the commission that he had met with Judge Hitchens, Juvenile Probation Commission President James E. Loyce, Jr. and Deputy City Attorney Lori Giorgi in November. Among the topics discussed were the changes in inspection and facility certification occasioned by Senate Bill 97.

COMMITTEE REPORTS

Court/Wardship Committee.

Placement Site Visits. Commissioner Rorty reported in Committee Chairman Chan's stead that the C/W Committee had met and established a plan to visit at least four placement sites a month in calendar year 1993, beginning with three in January for training the visiting commissioners. Mr. Rorty apprised the commission that a site evaluation instrument was completed by the commission director and being reviewed for acceptance by the entire commission. Additionally, an advanced information questionnaire was in the process of being developed which will focus on statistical information needed from the placement sites. Finally, Commissioner Rorty informed the commission that Judge Hitchens had provided the commission with a letter of introduction, which will be sent in advance to each placement site to be visited.

Facilities Committee.

Juvenile Hall Administrative Log Time Keeping. Committee Chairperson Ruth Cowan turned the floor over to Commissioner Kelleher who inquired whether there was a uniform time keeping policy for recording entries in the administrative logs of Juvenile Hall. He added that during the commission's detailed and on-going 1992 inquiry utilizing records and logs from the facility that sometimes military time was used to record entries and on other occasions civilian time was used. Supervising Counselor John Giannini, representing Juvenile Hall Director Mead, stated that there was no policy on using military time. He informed the commission that he would bring the matter to the attention of Director Mead.

California Youth Authority Log Requirements. Committee Chairperson Cowan, responding to comments made by Juvenile Hall Director Mead at the commission's November 19 executive committee meeting, requested clarification of the juvenile hall administration's understanding of the CYA regulations with respect to keeping administrative logs. She noted that Director Mead had commented in the November 19 meeting that the administrative log kept at the receiving desk of the facility was "irrelevant" with respect to the accurate recording of many daily operations. She asked how could that be when Title 15 regulations require an accurate administrative record be kept at all detention sites. Mr. Giannini, stated that it was his understanding, and as far as he knew, Director Mead's understanding, that all detention facilities must maintain an accurate administrative record of its daily operations; and the administrative log at the receiving desk satisfied that requirement. He declined to comment on Director Mead's November 19 comments.

Special Committees:

Hate Crime Task Force. Committee Chairperson Randy Schell informed the commission that there would be no report until after the distribution of materials to be reviewed by the special committee.

Nominations. Convening Commissioner Ruth Cowan stated that the nominations committee would be meeting immediately after the December 3 regular session adjourned.

Bylaws Revision. Convening Commissioner Georgia Bates Creel informed the commission that the committee would meet on December 17 immediately following the executive committee meeting.

JUDGE'S CORNER THE HONORABLE DONNA J. HITCHENS

Inter-Agency Project. Judge Hitchens began by updating the commission on the project which will attempt to coordinate Juvenile Probation, the Department of Social Services, Adult Probation, and the Municipal and Superior Courts in an effort aimed at parents who are in the criminal justice system, who have substance abuse problems, and who also have children who are in the dependency system. The project would put together an inter-agency program of reunification services and plans such that the parent, whether they are a 602 or an adult, can have one set of program and reunification requirements under a single case manager. The program would be working on parenting issues as well as probation or parole issues. The group with which the judge is working, the Bay Area Reasonable Efforts Project, has submitted a funding proposal for a grant to the Stewart Foundation. The judge stated that she was optimistic that the proposal would be funded, and that the project would be under way early in 1993.

Undocumented Youths. Judge Hitchens apprised the commission that she had also been working with the Bar Association in an effort to gain financial support from the ABA for training attorneys to work with undocumented youths. Such youths, the judge explained, may come into the system as either 300's or 602's, and are subject to deportation at age eighteen unless someone has processed immigration papers and gained the youths the necessary status to remain in the country. The Bar Association has provided a panel of free attorneys to work with such youths by referral. The grant application to the ABA is to get a training program to train the attorneys in the necessary immigration procedures. The judge emphasized that such a program is necessary because of the unreceptive nature of the immigration officials, who she stated wouldn't even waive the fees for indigent persons trying to make application to remain in the country. Judge Hitchens also stated that there is an effort afoot to raise funds to aid youths who are unable to meet the immigration process filing fees.

Meeting With Superintendent Rojas. Judge Hitchens announced to the commission that she and members of the probation department met with San Francisco Schools Superintendent William Rojas on December 2, 1992 for several hours. The meeting and brief inspection was addressed at concerns regarding youths who are part of the 602 system, or who are at risk of becoming delinquent, and their educational needs. The judge stated that she thought that the group had been successful in communicating some of the things which it desired the school district to do on a more active basis in an effort to help troubled youths. She stated that she was sure there would be follow-up efforts to the meeting as well.

The commission informed the judge about a recent contact with a national immigration project which is establishing an office in San Francisco. The commission director promised to pull documents from the commission files sent by the organization and share them with the judge.

CHIEF PROBATION OFFICER'S REPORT Fred E. Jordan, Jr.

Home Detention Program. Chief Probation Officer Jordan, turned the floor over to Director of Probation Services Nelba Chavez, who reprised to the commission its requests made in letters to CPO Jordan. Ms. Chavez indicated that the department was somewhat confused as to which program the commission was requesting information on: the Home Detention Program or the Home-Based Intensive Supervision Program. Ms. Chavez stated that the department would provide the commission with a written report on the Home Detention Program prior to the February 4 regular meeting of the commission. Ms. Chavez than turned the floor over to Supervising Probation Officer Judy Griffin, indicating that Mrs. Griffin would be giving a brief overview on what the Home Detention Program is, what it has done and what progress has been made. Ms. Chavez also indicated that Community Programs "Director Cheyenne Bell would be making a report on the Intensive Home Supervision Program and what plans there are to terminate that contract.

Ms. Griffin began by stating that home detention is a method of allowing youths to be in their homes pending court hearings. A child can be placed on home detention by order of the court, or at the request of a probation officer. She stated that a child may be placed on home detention direct from juvenile hall, a court hearing or at the time of a detention hearing before a court officer. Ms. Griffin stated that the department has parallel tracks running serving the youths on home detention. She stated that the department has a major contract with Bayview Hunters Point Foundation, a component of which provides home detention services. She explained that those services include visiting the youth at home, in school, and monitoring school attendance and counseling requirements, etc. In addition, some youths on home detention are directly served by the probation department. Mrs. Griffin explained that that track of youths are serviced by a senior probation officer within the department who acts as a liaison with Bayview Hunters Point Foundation, and supervises interns who provide additional hands-on service to the youths.

Currently, the department is running approximately twenty youths in the program with Bayview Hunters Point, about ten youths with the probation department. A couple of months prior to the meeting, Mrs. Griffin explained, the number of youths in the program was lower as a result of a lower number of referrals in general of youths to the Juvenile Court. Now that referral numbers have gone back up, the numbers in the home detention program are up.

Evaluation of Bayview Hunters Point Foundation. Chairman Clay interrupted the department's presentation, stating that the commission knew the difference between the two programs, and reiterated that the commission had asked whether there was a written evaluation of the performance of Bayview Hunters Point Foundation of not. Ms. Chavez responded that one of the expectations of the probation officer who is assigned as liaison to Bayview is the evaluation of certain aspects of the program services. Chairman Clay repeated his question regarding whether there is an overall evaluation of the Bayview Hunters Point Foundation program---a facility evaluation. Ms. Chavez answered, no, there was not a facility evaluation. She stated there was site visit done at Bayview several months earlier ("...August or September...") which included a review of several aspects of the contracted services.

Chairman Clay next directed his queries to Community Programs Director Cheyenne Bell, asking for a clarification of the report which she gave to the Juvenile Probation Commission regarding the department's decision to discontinue contracting certain services from Bayview. Ms. Bell explained that the department has a number of community program contracts in existence and this year none of them will be automatically renewed. All of the contracts will be place up for competitive bidding.

As regards the Home-Based Intensive Supervision Program, Ms. Bell explained that at the time that her comments were made to the JPC, the department was considering termination of that particular contract. She explained that during the first couple of months of the contract year Bayview was having problems. She outlined the corrective measures taken, including Bayview's hiring of a new case manager, and apprised the commission that as of November, the decision had been made to continue the contract. Ms. Bell also explained that it had been decided that Bayview would not be paid for the first three months of the contract. To Chairman Clay's question as to whether an evaluation had been done on the program, Ms. Bell responded there had been no evaluation, only site visits and evaluative reports written by Bayview.

Contractual Requirements, Not Evaluations. CPO Jordan explained that the department has a contract which specifies certain requirements be met. Anything over and beyond those requirements, he stated, would have to be evaluated by a group contracted from outside the department to perform the evaluation. CPO Jordan asked Ms. Bell if the department was getting what it was requiring in the contract. Ms. Bell stated that while there were initial problems in the first months of the contract, Bayview is now meeting the contractual requirements, and that reporting which was slow at first, is now being done on the intensive supervision program every ten days. The reporting on the home detention component is being done on a different time basis.

Questions From The Commission. The first question from the commission on the matter focused on whether the youths assigned to the two programs actually are showing up and meeting their requirements, how many such youths are showing up, the nature of the monitoring contacts and how they are reported. Ms. Bell responded that the department is being supplied with that information. Chairman Clay, to focus the inquiry, suggested that the Facilities Committee coordinate the commission's inquiry into the various matters, make a determination on who the appropriate persons are to make requests for information, and also determine which information should be sought. Ms. Bell requested that the requests for information be channeled through her.

The commission next inquired how school attendance is certified in the home detention program. Ms. Griffin responded that the case managers go to the schools once or twice a week, as well as establishing a contact person at the schools who will be responsible for having the youth sign off on an attendance slip each day that the youth attends. The commission also requested examples of the attendance slips, of the reports which are made to the courts and other materials which go into certifying attendance.

The commission next entered into a discussion of whether the kinds of detailed statistical information reported by the program and requested in the initial question of the commission was as important as a summation evaluation of the program's effectiveness. Another question from the commission inquired about the goal of the program. Is the goal to provide youths with certain services or is it to accomplish another goal? CPO Jordan responded that the goal of the program is to provide youths with more attention than the individual probation officer can offer, and at the same time, not supersede the function of the probation officer. With respect to intensive home-based supervision, CPO Jordan apprised the commission that he had been informed that it was a successful program in terms of youths committed to it not failing on probation.

CPO Jordan commented that he would have to contract the task of evaluating the programs out to an outside agency. He stated that his department neither has the skill or the time to do a full scale evaluation. He repeated that what the department can do presently is to review whether the service provider is meeting the requirements of the contract. Mr. Jordan stated that as far as he knows "we are doing that successfully." He stated that the department is not doing evaluations, has no intention of doing an evaluation, does not have the capability of doing an evaluation; and the department needs money if it is to get one done. Mr. Jordan also spoke to the overall benefits to the department in terms of case loads, detention alternatives, and other indictors not related to the contract requirements.

Ms. Chavez commenting on the data that the department is collecting affirmed that she is supportive of the idea of doing evaluations. However, in her view, the department is not set up to do evaluations. Ms. Chavez stated that she believes that the department needs a new division which would evaluate the work of all the divisions within the probation department.

Future of Log Cabin Ranch. The CPO next responded to the commission's written query on his plans for Log Cabin Ranch. He began by noting the resignation, effective December 4, 1992 of former Director Rosemary Finley. Mr. Jordan stated that the mission and objectives of the ranch have not changed. CPO Jordan referred the commission to his 1990 mission statement for LCR. Included in that statement was the intention to reduce and maintain the population to fifty residents down from its rated capacity of eighty-four, to make LCR an intermediate placement in the continuum of care which the department offers. Mr. Jordan also stated that the department wants to bring innovative and new programs, of which he stated there are a dozen in existence at LCR.

The commission inquired whether there would be an exit interview conducted with Ms. Finley. CPO Jordan stated he had conducted one. The commission inquired whether the JPC would be conducting an exit interview with Finley. Mr. Jordan stated he can't speak for the JPC. He explained that the department's personnel is not beneath the purview of the JPC. The commission asked why Ms. Finley was leaving. CPO Jordan stated that in her letter of resignation, Ms. Finley indicated that she wanted to return to Minnesota to pursue her Ph. D. and to teach at the university level.

Arts Program Monies. CPO Jordan reported the department hopes to have monies for its proposed arts program before the end of January.

Escort Program. CPO Jordan stated that the escort program was coming along and a written report on it should be finished by January 1, 1993.

Budget. CPO Jordan reported that instead of losing three positions and getting a $20,000 contract, the department lost four positions and lost the contract.

NEW BUSINESS

Union 790 Comments on Assaults On Staff In Juvenile Hall. Ulysses Madison, field representative for Union Public Employees, Local 790, addressed the commission regarding the issue of assaults on staff in Juvenile Hall. Mr. Madison apprised the commission that his union had received statistical information from the civil service commission on assaults against staff dating back to 1990. Mr. Madison stated that rate of assault on staff in Juvenile Hall is the highest within the City and County of San Francisco. Mr. Madison opined that a study of the conditions in juvenile should not be conducted by the commission. He stated that it is his belief that the assaults are the result of the youths detained in Juvenile Hall being out of their rooms for up to fourteen hours a day without sufficient programming to keep them active. Instead Mr. Madison requested that the JJC review the policies and procedures of Juvenile Hall. He also requested a review of the agenda of programming in Juvenile Hall.

Mr. Madison also commented on the staffing levels in Juvenile Hall, observing that counseling staff is being utilized in an administrative capacity off the units. He stated that Union 790 had filed a complaint on the matter. He stated that the department has responded with faulty information to the complaint, specifically pointing to the department assertion that the staff utilized in administrative capacities are being stationed in the cottages for at least 50% of their time on duty. Mr. Madison stated that the contested personnel are not being utilized 50% of their time in the cottages. Mr. Madison also claimed that staff are being used inappropriately, commenting specifically on the escort and security personnel in Juvenile Hall.

Finally, Mr. Madison made comments on the recent budgetary actions taken by the department during the recent budget crisis. He expressed confusion on the process and outcome of the department's actions, pointing to various department statements and other city officials' comments that as many as three different departmental budgets were accepted by the Board of Supervisors. Chairman Clay requested that a letter be written by Mr. Madison outlining his comments and concerns to the commission. Chairman Clay also apprised Mr. Madison that the appropriate place to make comments about budgetary actions taken by the department or the JPC was in the JPC's meetings.

CPO Jordan expressed strenuous objections to Mr. Madison's comments, terming the matters labor issues and accusing Mr. Madison of attempting to get "..from the JJC what he can't get around the labor table." Mr. Jordan also pointed to the Peace Officer's Bill of Rights which he asserted gives the union adequate opportunity to grieve and bring labor related complaints before a neutral party. Chairman Clay interrupted the CPO, stating that he did not wish any more detailed comment on the subject to be brought before the commission. He thanked both parties and terminated discussion on the subject.

OLD BUSINESS

ADJOURNMENT TO EXECUTIVE SESSION

It was moved, seconded and carried:

That the meeting be adjourned at 5:54 PM.

Ruth Cowan

Ruth Cowan, Secretary

Micheal H Fuller

Prepared by:
Micheal H. Fuller, Director

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